



Student Activities Board (SAB) – Job Description

Time Frame: Early August – Early May

Commitment: 10 hours each week

Reports to: Student Programs Coordinator

Scholarship: 25% of room and board (approx. \$2,500)

The Student Activities Board is a student leadership team comprised of sophomores, juniors, and seniors living on campus. They provide students with opportunities for meaningful connection and unique experiences through large scale events.

General Qualifications:

Be a traditional Corban student who has completed at least one semester at Corban and...

1. Displays collaborative leadership strengths.
2. Exhibits peer leadership abilities.
3. If working, balances school, SAB, and work responsibly
4. Is able to work unpredictable/irregular hours.
5. Is in good standing with campus offices.
6. Practices effective organizational skills.

Academic Qualifications:

Be registered as an undergraduate student at Corban who...

1. Possesses a cumulative G.P.A. of 2.0 or higher.
2. Registers for at least 12 undergraduate credits at Corban per semester.



Position Responsibilities:

Programming

1. Assist in implementing new and traditional large-scale event opportunities (ex., Beach Party)
2. Assist in the setup and cleanup of SAB events
3. Be open to assisting ACs, AACs, and RAs put on residence hall events (e.g., Basement Bash, Balyo Battles, Mr. VG, etc.)
4. Coordinate with vendors to organize rentals, food, venues, and materials for events
5. Demonstrate flexibility when meeting needs (expected & unexpected) at events
6. Share leadership and responsibilities for all SAB events

Training

1. Attend all training sessions as outlined in the Hiring Process/Training Timeline
2. Be First Aid/CPR/AED certified and physically prepared to administer basic first aid (training offered on campus)
3. Meet monthly with Student Programs Coordinator
4. Meet twice weekly with SAB team

Other

1. Be familiar and compliant with Corban's Student Walkthrough as well as basic residence hall policies and procedures
2. Perform other duties as assigned
3. Represent the University with maturity and professionalism
4. Support and work effectively with other campus offices
5. Support, encourage and pray for fellow student leaders and University personnel