



POSITION INFORMATION:

Position Supervisor: Student Activities Coordinator

POSITION DESCRIPTION:

Community Programming Board members are integral members of the Center for Student Life and are selected to serve for a term of one academic year. The Community Programming Board is a combination of residential and commuter students who serve the RCU community by planning, marketing, hosting, and assessing intentional and inclusive student focused programs that positively contribute to the RCU student experience. The Community Programming Board is created by five unique directors:

Student Activities Assistant: will serve residential and commuter students by planning and executing events throughout the year. The Student Activities Coordinator will participate by choosing events to execute from the calendar established at the beginning of the term. Each assistant will be responsible for the following:

- Working collaboratively with fellow Community Programming Board members.
- Managing each event as a separate project with unique timelines, deadlines and assignments.
- Collaborating with other offices and student groups/organizations.
- Planning and executing events within the budget given.
- Developing an inclusive culture by considering the interests of all members of the RU community.
- Manage reservations for the events they are in charge of.
- Collaborate with other university constituencies (academics, departments, student groups/organizations, alumni, members of the greater Rochester Hills community, etc.) to host meaningful programs.
- Advertise and promote their events by word of mouth and university mediums (i.e: Chapel announcements, bulletin boards, Weekly Warrior, etc).

Contribute, positively, to the Work of the Center for Student Life: The Community Programming Board is expected to participate in staff training, which is designed to equip all student leaders with the necessary skills to perform his/her/their job responsibilities and meet expectations.

- Arrive early to campus for the scheduled Fall Training session (August 17th-23rd).
- Fulfill administrative responsibilities (i.e. Budget Requests, Event Requests, Assessment rubrics, etc.)
- Attend and participate in meetings and individual one on ones with professional staff member(s).
- Participate with professional staff member(s) in mutual performance evaluations based on job description.

Student Leader Program: RCU Student Leaders have the privilege of shaping the RCU student experience through personal example, listening, learning, advocating and serving. Through the course of the academic year Student Leaders will:

- Commit to the ongoing mentoring and leadership of students entrusted into your care
- Assist and engage in move-in day(s) and Warrior Week.
- Attend and participate in RCU's Student Leadership Retreat (August 18th).
- Attend and participate in regular staff meetings as determined in August training.
- Arrive early to campus for a week-long scheduled all-day training in preparation for the Fall semester.

ELIGIBILITY REQUIREMENTS:

- Must maintain a 2.5 GPA and be in good judicial standing with Rochester Christian University. If the student fails to maintain a 2.5 GPA, the student will be placed on an Academic Success Plan with their immediate supervisor.

- Personal life supports the mission, values and goals of Rochester Christian University
- Demonstrates enthusiasm for the university, students, faculty, staff and co-curricular programming
- Posses an appreciation of the institution and its resources
- Communicates effectively both verbally and written; as well as interactively with various technologies
- Demonstrates sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- Functions effectively in a team environment
- Exhibits analytical and problem-solving skills
- Demonstrated ability to prioritize multiple tasks and responsibilities

POSITION COMPENSATION: Compensation for student leaders is determined by individual financial aid packages and institutional awards. The basic compensation structure for Community Programing Board members is:

- 12.75/hr, three hours per week. Maximum of 40 hours per semester.
- \$1,500 Scholarship