



Campus Activities Board (CAB)-Student Director

Reports to: Director of Student Engagement

Approximate Hours: 14 hours per week August-October
10 hours per week November-April

Nature of Position: CAB Staff supports the mission of the Student Life Office by creating sustainable and flourishing communities of inclusion, portraying active community involvement, and fostering affinity towards Houghton College. CAB is composed of 5 students: 1 Student Director, 2 CAB Core, 1 CAB Athletics, and 1 CAB Coffeehouse. All positions have the same basic responsibilities but have different focus areas for programming they lead.

Essential Responsibilities:

- Programming
 - Foster Houghton College affinity through creative programming
 - Work with CAB Staff to ensure variety of programs that reflect the rich diversity of Houghton College students
 - Attend all Big CAB Events (1-2 a month)
 - Plan and execute programming for the entire students body (Big and Small CAB Event)
- Administrative
 - Assist in training of CAB Staff
 - Plan and lead CAB Staff meetings in conjunction with Director of Student Engagement
 - Schedule weekly one on one with Director of Student Engagement
 - Maintain a minimum of 4 office hours weekly
 - Ensure CAB Staff is completing appropriate paperwork for each event
 - Complete program evaluations for planned events
 - Contribute to the cleanliness and usefulness of the CAB Office

Qualifications:

- Maintain 2.5 overall GPA while serving on CAB
- Be in good standing by adhering to Houghton College Community Covenant
- Previous programming experience