



Campus Activities Board (CAB) Job Description

Core, Athletics, Coffeehouse

Reports to: Director of Student Engagement

Time Commitment: 12 hours per week, August – October
8 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
 - Advocate for new ideas for CAB Events to reach more students and meet a variety of student needs
 - Attend all Big CAB Events (1-2 a month)
 - *Core:* Plan and execute programming for the entire student body including Big CAB Events
 - *Athletics:* Coordinate regular CAB Clubs and other partnerships with Houghton Athletics
 - *Coffeehouse:* Coordinate weekly coffeehouses
- Administrative
 - Join CAB Staff for staff meetings twice a week
 - Maintain a minimum of 3 office hours weekly
 - 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
 - *Athletics:* Be a member of the Houghton College Athletics community (preferred)
 - *Coffeehouse:* Ability to run audio equipment (preferred)