
A demonstrated consistent willingness to serve students.

Ability to relate to peers and have maturity to serve as a Christian role model in attitude, speech, and actions toward others.

Remain in good standing with HBU.

Demonstrated organizational skills.

Support University policies and procedures.

Maintain a cumulative GPA of 2.5.

Maintain assigned office hours: 10 hours/week

Attend assigned events (Welcome Days, Homecoming, SPB meetings, HBU tradition events)

Attend the

Administrative

- Pick up mail for the Student Life Offices
- Submit required documentation for room reservations on campus
- Help manage Student Life social media
- Area upkeep: Student Life area and SPB Closet
- Answer phones and emails

Events

- Function as a member or officer of the Student Programming Board
 - Help create meeting agendas
 - Facilitate Committee meetings
 - Liaison of SPB to the Student Life department
- Facilitate signature events

Student Organizations

- Establish connections with organization leaders, SPB, and SGA Executive Board
- Serve as the liaison between organization leaders and Student Life
- Promote student organizations through various methods

Summer

- Maintain 5 office hours each week
- Attend any Student Life summer events as available (i.e., GO, Excursions, etc.)

Other duties as assigned

Student Involvement intern will be paid by grant/scholarship (amount to be determined)
