



## **JOB DESCRIPTION INSTRUCTIONS**

**Name of Position:** Student Foundation Executive

**Department:** Campus Life/Student Life

**Campus Location:** Campus Life Office (Lower level of Roy L. Smith Student Center)

**Supervisor:** Raquel Resendiz, Director of Campus Life

**Length of Contract:** Academic Year (2022 – 2023)

**Hours:** 5 per week;

**Pay Rate:** Minimum Wage; Management grant

**Job Responsibilities:** Student Foundation (StuFu) initiates and coordinates activities that bring excitement and strength to the Builder Family. These activities involve educational, diversity and social interests of the college community. StuFu is also a coordinate component of the SC Student Government Association (SGA). Each executive member is required to:

- Actively support all aspects of the Student Foundation Program
- Attend weekly Executive and general member meetings
- Participate in the planning and implementation of Student Foundation events
- Maintain *at least* 5 office hours per week in the Campus Life Office
- Attend one-on-one weekly meetings with Director of Campus Life

**Qualifications:**

- Servant attitude towards SC with a positive work ethic
- A desire to work with students, faculty and staff
- Positive communication skills
- A good academic standing (at least 2.5 cumulative GPA)
- Good disciplinary standing
- Sensitivity to diversity

**Evaluation:** Student will be evaluated based on performance and completion of projects at the end of each semester

Individuals who wish to become a Student Foundation Executive must apply and interview during the spring term of each academic year.