

## Student Life Intern 2022-2023

### **Qualifications:**

- 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.

### **Expectations:**

- Maintain assigned office hours: 10 hours/week
- Attend assigned events (Welcome Days, Homecoming, SPB meetings, HBU tradition events)

### **Duties and Responsibilities:**

- 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
- Other duties as assigned

### **Compensation:**

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

### **Hiring Manager:**

*\*Contact Stacey Graham, [sgraham@hbu.edu](mailto:sgraham@hbu.edu) for more information about this position*