Thank you for your interest in a position with the Student Activities Council. Enclosed you will find the necessary information to apply to become a board member. Please read the information carefully prior to submitting your application.

We hope to identify fourteen (14) student leaders that will work to provide meaningful and enjoyable social, cultural and educational programs that appeal to the widest group of students possible and are accessible to all students. We are seeking to fill the following positions:

- Vice President for Membership
- Vice President for Marketing
- Two (2) Co-Chairs for Daylight Committee
- Two (2) Co-Chairs for Excursions Committee
- Two (2) Co-Chairs for Intersections Committee
- Two (2) Co-Chairs for Late Night Committee
- Two (2) Co-Chairs for Live Entertainment Committee
- Two (2) Co-Chairs for University Spirit Committee

Board members will plan events both individually and as a part of a team.

Please feel free to contact us with any questions:

Deb Ekeke, Assistant Director for Activities & Leadership (ekeked@xavier.edu, 513-745-4250)

**Application Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Monday, February 22, 2021</td>
<td>Applications Available Online</td>
</tr>
<tr>
<td>Sunday, March 7, 2021</td>
<td>Applications Due by midnight Online</td>
</tr>
<tr>
<td>March 8-12, 2021</td>
<td>Individual Interviews Zoom Video Call (Online)</td>
</tr>
<tr>
<td>March 13, 2021</td>
<td>Offers will be made <em>Sign-up online</em></td>
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*Applicants will have 48 hours to accept the position)

**Application Process**

- Review the attached position descriptions in full.
- Submit the application on EngageXU. Find it online at [http://cglink.me/2cD/s43817](http://cglink.me/2cD/s43817).
- Sign-up online for an interview.
  - Interviews will take place on March 8-12, 2021
  - Interview sign-ups will be found by visiting [www.xavier.edu/sac](http://www.xavier.edu/sac), then clicking on the ‘Sign up for an Interview!’ button.
- Please download Zoom video chat software for your interview.

**Applicant Notification**

- Applicants will be notified on March 13, 2021, of their standing.
- Applicants will have at least 48 hours to accept or decline the position offered.
- Positions begin April 1, 2021.

*To be considered for a position, your application must be received by midnight on March 7, 2021.*
Student Activities Council 2020-2021
Position Descriptions

Term: April 1, 2021 – April 29, 2022
Remuneration: SAC T-shirts, Jacket, other memorabilia, and bi-annual leadership grant

Requirements and Qualifications

• Must be enrolled as a full-time Xavier undergraduate for the duration of employment.
• Must be in good standing with the University.** Good standing includes both discipline and academic standing, and for this purpose is defined as follows:
  o Not on University or Residence Life probation
  o Any previously assigned conduct sanctions were completed on time
  o Cumulative GPA of 2.50 or higher through spring semester 2022
• Must have strong experience in event planning, project management, verbal and written communication skills, the ability to take initiative and work both as a part of a team and independently.
• Candidates must demonstrate an interest in the work of the Office of Student Involvement and the ability to develop and implement programs for a variety of audiences.
• Prior leadership and campus involvement experience is preferred.
• Must abide by university policies and regulations.

**The Office of Student Involvement, Gallagher Student Center and Commuter Services cares about your success as a student. In order to support your success, we have eligibility requirements for most roles and experiences with our office. These requirements are meant to support your ability to manage your course expectations and stay in good standing with the University. If you are interested in a role or position and do not meet the eligibility requirements, we encourage you to submit a request for exemption to ekeked@xavier.edu.

All Board Members Responsibilities

• Be an enrolled Xavier University undergraduate student & maintain a cumulative GPA of 2.50 or higher.
• Remain in Good Standing with the University, both through conduct and academics.
• Arrive on time and prepared for office hours, workshops, meetings and planning days, and planned events.
  o Board meetings – Wednesday 3:00 pm – 5:00 pm
  o Two (2) Pre-scheduled Office hours per week
  o Prescheduled meeting with other members of the board and/or the Assistant Director for Leadership & Activities
• Attend all board meetings (both planned and unplanned), pre-scheduled office hours, scheduled one-on-ones with the President and the Advisor.
• Participate in all retreats and workshops, including calendar planning days on Saturday, April 17, 2021.
• Complete all tasks in a timely fashion, utilizing the timelines set by the Assistant Director for Leadership & Activities.
• Utilize funds allocated from the Student Activity Fee to plan, initiate, and execute undergraduate student-oriented activities, both on- and off-campus.
• Be aware of student needs and interests, able to forecast, organized in their efficiency of set-up & clean-up of their events, and adaptable to change.
• Maintain pre-scheduled office hours during the academic year, except for dates during which the University is closed.
• Maintain consistent and timely communication with all members, the Assistant Director for Leadership & Activities, vendors, and other constituents. Communication via the Xavier University email client and through the Trello project management platform should be responded to within 36 hours of their receipt.
• Ensure events are documented through photography to be used for the SAC webpages and/or future council promotions.
• Promote and market all SAC events, including working with graphic designers to create printed promotional items and social media posting.
• Be a positive spokesperson & enthusiastic member, including maintaining positive representation on personal social media platforms.
• Support and assist with SAC events and initiatives. Board members MUST be available for events sponsored by their respective committees.
• Keep accurate records; at times, confidentiality and discretion are a must for these roles.
• Other duties as assigned.
Vice President Duties

Vice President for Membership
- Maintain two (2) hours of SAC work per week outside of the board meeting, volunteer work, and committee meeting(s).
- Attend one on one weekly meeting with the Assistant Director for Leadership & Activities
- Attend weekly meeting with the Assistant Director for Leadership & Activities and the President
- Manage the recruitment of board members and staff, in conjunction with the President
- Provide training and professional development opportunities for Programming Assistants
- Coordinate staffing of Programming Assistants at SAC events, in conjunction with the Committee Co-Chairs
- Implement retention programs for board members and staff, in conjunction with the President

Vice President for Marketing
- Maintain two (2) hours of SAC work per week outside of the board meeting, volunteer work, and committee meeting(s).
- Attend one on one weekly meeting with the Assistant Director for Leadership & Activities
- Attend one on one weekly meeting with Assistant Director for Leadership & Activities and President
- Order and manage all promotional materials
- Serve as Promotions Committee Chair
- Run and oversee SAC social media accounts
- Consult with the Assistant Director for Leadership & Activities in hiring the Graphic Designers
- Facilitate the creating of promotional materials through communication with Committee Co-Chairs and Graphic Designers
- Organize the documentation of events through photography to be used for the SAC website and/or future board promotions
- Manage the SAC brand including, but not limited to, apparel for board members
- Take meeting minutes, including roll call at Board meetings

Committee Co-Chairs
- Attend all board meetings and report on the progress of their respective events. Any missed meetings or workshops must be approved by the President before the absence
- Serve a term of one year beginning at the end of the spring semester.
- Attend and participate in all workshops and planning days.
- Maintain two (2) pre-scheduled office hours per week, outside of the board meeting and volunteer work
- Check and respond to all correspondence promptly.
- Be responsible for maintaining committee records and evaluations.
- Support all board members in the implementation of each event as needed.
- Serve generally as an administrative leader of the specified committee
- Manage the budget of their respective committee.
- Provide an update on event expenses, logistics, volunteer needs four (4) weeks before the event.
- Effectively communicate to board members, their co-Chair, and the Assistant Director for Leadership & Activities throughout the entire planning process
- Be responsible for strictly following the event budget passed by SAC
- See to the completion of all necessary financial and university paperwork
- Promote the event to the appropriate audiences through printed & electronic promotions no less than three (3) weeks before the event
- Complete post-event evaluation within two (2) weeks after the event has concluded through the post-event evaluation form or discussion during a board meeting.

Day Light Committee
The Daylight Committee will be responsible for coordinating events on weekdays, between the hours of 12:00 noon and 5:00 pm. These events should be focused on engaging non-residential students and providing a break for students during the academic day.

Excursions Committee
The Excursions Committee will be responsible for coordinating off-campus trips to explore the Cincinnati area and beyond. These events should be focused on engaging students in our surrounding communities and regions through trips to different notable destinations in the city of Cincinnati.

Intersections Committee
The Intersections Committee will be responsible for coordinating events that create educational intersections for students to engage and learn from one another through programs and campus speakers. These events often serve to support or raise awareness around marginalized populations and to engage students in learning about their own identities, differences and the space in between.
Late Night Committee
The Late Night Committee will be responsible for coordinating events that take place after 8:00 pm and often on weekends as alternative activities for students. Their goal is to engage the campus community in activities outside of normal daytime hours and to provide a vibrant offering of things to do at night. Events can include but are not limited to Muskies After Dark and Late Night Snack.

Live Entertainment Committee
Live Entertainment Committee will be responsible for coordinating events that include live performances. These events can be trips to off-campus performance venues or providing on-campus performances by live artists. These live artists are often booked through NACA Block Booking and may feature musicians, spoken word artists, magicians, illusionists, comedians, hypnotists and more. Additionally, this committee will be responsible for coordinating events that showcase campus talent.

University Spirit Committee
The University Spirit Committee will be responsible for coordinating events that are focused on school spirit. These events should try to engage large groups of students in the excitement that is Xavier University. University Spirit events could be planned in coordination with large, University-wide events.