



## **Student Activities Chair**

### **Job Description**

**2025-26**

**Position Overview:** The Student Activities Chair helps implement the STAC Leadership Team and Committee experience, and coordinates some of the best student traditions at Trinity. Working with the Assistant Dean of Student Engagement, the Student Activities Chair will assist with student training and vision, budget distribution, programming calendar, and planning and leading Committee meetings. The STAC Chair will help cast a vision for campus-wide events that encourage student involvement and a sense of belonging at Trinity.

**Time Commitment:** Nine-month position corresponding to the academic year. Average of 10 hours per week during the academic year. Expected to be fully available during August and January training dates.

**Compensation:** Compensation for this role is a stipend of \$2,200 paid via regular payments over two semesters. *If a returning STAC leader, the stipend will be increased to \$2,300.*

**Position Stipulation:** The STAC Chair may not hold another Student Life student leadership position that participates in fall training (RA, Thrive, Serve, Multicultural Leadership, Campus Ministries).

**Purpose of Student Activities:** Student Activities (STAC) exists at Trinity to create an atmosphere of activity and opportunity on campus, invite students to actively engage with the campus community, and develop student leaders who are equipped to serve that campus community.

#### **STAC Leadership Team Responsibilities:**

- Provide programming that makes participants feel known and provides space to connect
- Promote an engaging campus environment
- Plan and deliver late night programming in support of the Thrive Welcome Weekend
- Commit to offering consistent weekend programs, with the goal of having something every weekend of the semester
- Prepare programming schedule at the beginning of each semester that reflects a variety of events for the student body
- Participate in training as indicated by the supervisor
- Prepare a programming calendar to be presented to the SGA at the beginning of each semester to invite recommendation and feedback on that calendar
- Evaluate and maintain relevant campus traditions: Block Party, Outdoor Dance, Trollstock, Formal, Black Light Dance, DeStress Week, and off-campus excursions
- Distribute programming budget to support programming calendar

#### **Internship Expectations:**

- Engaged posture commitment: Students must have desire to serve the Trinity student body based on the Biblical requirements of justice, humility, and love
- Demonstrated interpersonal, leadership, and administrative skills

- Minimum GPA of 2.5 for most recent semester and maximum enrollment of 18 credits per semester during time of service
- Appreciation for Diversity: Student must demonstrate an understanding of how to work in a diverse environment and express a commitment to planning for a diverse student population
- Attend all staff training sessions
- Help plan and implement Thrive Orientation activities
- Collaborate with leadership team and support office activities
- Recruit student volunteers to assist in planning and implementation of activities
- Fulfill weekly office time and meetings as planned
- Actively engage in the campus community

**STAC Chair Positional Expectations:**

**Leadership Team and Student Activities:**

- Lead committee recruitment and program planning
- Develop and maintain visible programming calendar in cooperation with Residence Halls, Student Government Association, intramurals, and student clubs and organizations
- Plan Committee meetings with the help of the leadership team
- Implement team building and staff development training
- Plan leadership team outings (at least one per semester)
- Meet weekly with the Assistant Dean of Student Engagement
- Oversee programming budget with the Assistant Dean of Student Engagement
- Help the Assistant Dean of Student Engagement plan weekly leadership meetings
- Assist in assessing and evaluating effectiveness of Student Activities efforts
- Through attendance, support STAC and other campus-wide events, including Residence Hall programming

**Programming:**

- Plan at least three events each academic year – events typically assigned are Trollstock, Black Light Dance, and Formal. These may be adjusted based on individual interests
- Initiate communication between other student leaders on campus (Campus Ministries, Cultural Organizations, Clubs & Orgs, Residence Life, Multicultural Leadership, and Student Government Association) at the beginning of each semester

**Student Government Association:**

- Meet monthly with SGA president to maintain communication and collaboration between groups
- Regularly attend Student Government Association meetings or appoint member of leadership team, if unable to attend
- Prepare programming calendar presentation each semester for Student Association for feedback and recommendations