



Student Activities Weekend Chair

Job Description

2025-26

Position Overview: The four STAC Weekend Chairs collaborate to develop and deliver programs with the goal of offering activities for students every weekend of the academic year. Weekends are important opportunities to invite students into community through common experience. These chairs will be responsible for developing and executing at least 1 event each per month, and will oversee individual committees (as needed).

Time Commitment: Nine-month position corresponding to the academic year. Average of 6-8 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 \$1,700 paid via regular payments over two semesters. *If a returning STAC leader, the stipend will be increased to \$1,800.*

Position Stipulation: Weekend Chairs may not hold another Student Life student leadership position that participates in fall training (RA, Thrive, 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

Position Specific Expectations:**Programming:**

- Each Weekend Chair should develop and execute at least 1 weekend event per month. This is a working minimum, and there are times when we will exceed this number (especially when combined with other on-campus events (ex: Mainstage Theatre Productions, Athletic events, Music concerts, etc.). For weekends when there are already large campus-wide events (ex: Fall Fest), it is optional but not required for STAC to create an additional event.
- When creating events, special attention should be given to physical and financial accessibility to be inclusive of all Trinity students. The schedule of commuter students should also be considered.
- Activities can be on-campus, in collaboration with other offices/departments/clubs, as well as off-campus. It is also encouraged that activities take advantage of Trinity's proximity to Chicago.
- Weekend Chairs will assist with the implementation of STAC campus traditions (ex: Block Party, Outdoor Dance, Trollstock, Formal, Black Light Dance, and DeStress Week)
- Actively engage with campus community to foster sense of participation and involvement
- Manage a per weekend event budget of approximately \$250

Leadership Team:

- Meet weekly with the Assistant Dean of Student Engagement
- Weekly attendance at STAC Committee and STAC Chair Meetings
- Through attendance, support STAC and other campus-wide events, including Residence Hall programming

STAC Committee:

- Meet weekly with full committee or specific committee for vision casting and planning
- Plan development opportunities and gatherings for individual committee – meet individually with committee members throughout the semester
- Help STAC Chair set meeting agenda for large committee meetings
- Actively support work of STAC by prioritizing attendance if on campus when events are taking place