**JOB DESCRIPTION INSTRUCTIONS**

**Student Foundations Executive**

Name of Position: Student Foundation Executive

Department: Campus Life

Supervisor: Claire Nichols, Director of Campus Life

Length of Contract: Academic Year 2025-2026

Hours: 5-10 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.