

## Campus Life Team



As a part of the Student Development team, the Campus Life Team plays an important role in helping to establish a community environment at CBC that is conducive to academic, spiritual and social development. This is done primarily by representing students, providing events that nurture growth and connection in various areas of interest, and responding to needs of the students. Campus Life Team members are to be students who display an authentic and growing relationship with Jesus and have a desire to support holistic growth in the lives of others.

### Expectations:

- Must be a mature, responsible student, who is respected within the CBC community.
- Should be a person who displays an authentic and growing relationship with Jesus and has a desire to support holistic growth in the lives of others.
- Model behaviours expected of students in relationship to schedule, character and engagement in the discipleship process.
- Expected to uphold all CBC community standards.
- Expected to have completed at least one year of academic studies at CBC.
- Expected to have a 2.5 cumulative GPA.
- Expected to be enrolled in a minimum of 9 academic hours per semester.
- Limited to one extra-curricular commitment beyond their leadership role.

### General Responsibilities:

- Attend weekly Campus Life Team Meetings.
- Attend all chapels, and Campus Life Team events.
- Maintain a close working relationship with a supervisor through monthly meetings for mentoring, demonstrating willingness to pursue personal growth.
- Attend and participate in Orientation Week activities.
- Attend the Fall and Winter Leadership Retreats as well as the monthly Leadership Connections.
- Responsibly administer Campus Life Team funds.
- Be a representative for students on campus, bringing any needs, concerns or questions to the Campus Life Team to help find solutions.
- Work toward the fostering of community on-campus at CBC by addressing issues that may be hindering community.

## Job Descriptions

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### Team Lead

The Team Lead is expected to model a Christ-like character, be a representative to the student body, and have leadership ability. Together with the Team Administrator, the Team Lead will provide leadership to the Campus Life Team in the areas of administration, direction, and vision; as well as overseeing all Campus Life Team initiatives not directly associated with a Team Rep and delegating the work necessary to other members of the Campus Life Team. The Associate Dean of Students will serve as mentor and supervisor for the Team Lead.

### Responsibilities:

In addition to meeting all Campus Life Team expectations and general responsibilities, the Team Lead will:

- Provide overall leadership to the Campus Life Team.
- Prepare the Agenda for Campus Life Team meetings with input from the Team Administrator.
- Work with the Supervisor to prepare and manage the Budget for Campus Life Team

- Develop a system for keeping accurate financial data, updating budget spreadsheets, and managing expenditures and payments.
- Facilitate weekly Campus Life Team meetings.
- Serve as an advocate for students when events/situations among or related to students arise.
- Coordinate with the Associate Dean of Students to plan for Student Leadership Training and Orientation week. This means that the Team Lead must be accessible during the summer.
- Be responsible for finding and appointing a graduating student to plan a Grad Retreat.
- Sit on the Grad Committee.

The Team Lead will have the opportunity to further delineate responsibilities and roles according to their desired outcomes for personal development, in conjunction with specific needs of the study body for that year as determined by the Supervisor. These specifics will be finalized during Student Leadership Training week and tracked during mentoring meetings.

### Compensation

- The Team Lead will receive a \$2,000.00 stipend for the academic year.
- The Team Lead may be eligible to receive Service Practicum/Internship credit for their role.

## Team Administrator

The Team Administrator provides organizational and administrative assistance to the Campus Life Team. This includes preparing minutes, communication within Campus Life Team, marketing team events and working closely with the Team Lead to create agendas for meetings, organize CLT teambuilder events, and other duties as determined by the CLT Lead.

### Responsibilities:

In addition to meeting all Campus Life Team expectations and general responsibilities, the Team Administrator will:

- Keep minutes at Campus Life Team meetings.
- Take responsibility for all Campus Life Team correspondence, documents, and records.
- Communicate information to the student body (e.g. Post information to Microsoft Teams, post on Instagram, post information on T.V screens around campus).
- Help to provide leadership to the Campus Life Team in the areas of administration, direction, and vision; as well as work alongside the team lead in overseeing all Campus Life Team initiatives not directly associated with a specific team

### Compensation

- The Team Administrator will receive a \$2,000.00 stipend for the academic year.

## Team Ambassador

The Team Ambassador serves to represent the College and its students to the greater community. The Ambassador will work closely with members of the College leadership in this primarily external facing role.

### Responsibilities:

In addition to meeting all Campus Life Team expectations and general responsibilities, the Team Ambassador will:

- Accompany the College President or VP of External Relations to donor meetings or speaking events and be willing to share about the student experience at Columbia.
- Meet prospective students and give them campus tour.

- Keep a pulse on the needs of the students and bring those to the Campus Life Team for further discussion.
- To assist the Campus Life Team in planning and executing team events when Team Leads need extra assistance throughout the year or for events that don't fall under a specific Team Lead's purview
- Travel with the college's Traveling Ministry Team to represent Columbia by setting up and hosting a CBC info table and being willing to share about student experience by way of testimony when asked.

The Team Ambassador will have the opportunity to further delineate responsibilities and roles according to their desired outcomes for personal development, in conjunction with specific needs of the study body for that year as determined by the Supervisor. These specifics will be finalized during Student Leadership Training week and tracked during mentoring meetings.

### **Compensation**

- The Team Administrator will receive a \$1,600.00 stipend for the academic year.

## **Social Life Rep**

The Social Life Rep will gather and lead a team of students to facilitate social events that promote community and connection on campus.

### **Responsibilities:**

In addition to meeting all Campus Life Team expectations and general responsibilities, the Social Life Rep will:

- Develop a vision and action plan with the input of team members.
- Facilitate weekly meetings at which initiatives and events that further the purpose of the team can be planned.
- Delegate to team members the vision of building committee members up and enabling them to lead ministry on campus.
- Implement ways to develop and nurture community on the CBC campus. This includes social and recreational activities that will help foster the community mindset.

The Social Life Rep will have the opportunity to further delineate responsibilities and roles according to their desired outcomes for personal development, in conjunction with specific needs of the study body for that year as determined by the Supervisor. These specifics will be finalized during Student Leadership Training week and tracked during mentoring meetings.

### **Compensation**

- The Social Life Rep will receive a \$1,600.00 stipend for the academic year.

## **Arts Rep**

The Arts Rep will gather and lead a team of students to promote expressions through the arts on the CBC campus. This will include planning and executing opportunities in visual art, performance art, and written materials.

### **Responsibilities:**

In addition to meeting all Campus Life Team expectations and general responsibilities, the Arts Rep will:

- Develop a vision and action plan with the input of team members.
- Facilitate weekly meetings at which initiatives and events that further the purpose of the team can be planned.
- Create more opportunities for integration of Creative Arts in gathered worship times and other campus community events.

- Provide supplies and resources for student-initiated art projects.
- Appoint themselves or a member of their team to be a member of Vespers Design Team and facilitate the Arts Table at Vespers.

The Arts Rep will have the opportunity to further delineate responsibilities and roles according to their desired outcomes for personal development, in conjunction with specific needs of the study body for that year as determined by the Supervisor. These specifics will be finalized during Student Leadership Training week and tracked during mentoring meetings.

### **Compensation**

- The Arts Rep will receive a \$1,600.00 stipend for the academic year.

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## **Spiritual Life Rep**

The Spiritual Life Rep will gather and lead a group of students who can help seek ways to promote prayer, foster spiritual disciplines, encourage missional living, and empower the student body to live out their faith in practical ways both on campus and in service to the community. (ie: The Rhythm Initiative)

### **Responsibilities:**

In addition to meeting all Campus Life Team expectations and general responsibilities, the Spiritual Life Rep will:

- Develop a vision and action plan with the input of team members.
- Facilitate weekly meetings at which initiatives and events that further the purpose of the team can be planned.
- Appoint themselves or a member of their committee to be a member of Chapel Design Team as well as someone to serve on the Vespers Design Team as prayer minister facilitator.

The Spiritual Life Rep will have the opportunity to further delineate responsibilities and roles according to their desired outcomes for personal development, in conjunction with specific needs of the study body for that year as determined by the Supervisor. These specifics will be finalized during Student Leadership Training week and tracked during mentoring meetings.

### **Compensation**

- The Spiritual Life Rep will receive a \$1,600.00 stipend for the academic year.

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## **Athletics Rep**

The Athletics Rep will gather and lead a team of students who are committed to seeing sports culture reflect Christian ethics on campus, as well as provide events that build a bridge between the general student body and athletes.

### **Responsibilities:**

In addition to meeting all Campus Life Team expectations and general responsibilities, the Athletics Rep will:

- Plan at least two events per semester, focusing on connecting athletes to the general student body in a fun, sport-centered way.
- Facilitate regular (frequency is Athletic Rep's discretion) meetings at which initiatives and events that further the purpose of the team can be planned.
- Be the link between Campus Rec and Campus Athletics by inviting the Campus Rec leader to join this team for regular meetings and coordination of planning and events.

The Athletics Rep will have the opportunity to further delineate responsibilities and roles according to their desired outcomes for personal development, in conjunction with specific needs of the study body for that year as determined by

the Supervisor. These specifics will be finalized during Student Leadership Training week and tracked during mentoring meetings.

### **Compensation**

- The Athletics Rep will receive a \$1,600.00 stipend for the academic year.