

Housing Unification Board (HUB) Chair Position Description

Job Summary

Residence Life and Student Housing at SMU is seeking a student leader who is excited about supporting programming and tradition events in their community. This is a live-in position that will oversee all participation in the Commons Cup, including intramurals. This role is responsible for coordinating Hall Improvement Fund (HIF) and Community Development Fund (CDF) submissions to the HUB. This position reports directly to the RCD and works closely with the Student Program Coordinator (SPC).

Key Responsibilities

- Attend training
- Meet weekly with the SPC and communicate regularly with Residential Community Director
- Assist the SPC with signature event planning and community brand management
- Organize participation in all HUB events
- Attend HUB HIF/CDF meetings
- Draft and submit proposals for HIF & CDF process
- Solicit feedback from the community for HIF/CDF proposals
- Attend Weekly Programming Board events
- Recruit Program Board Members
- Oversee Program Board Members as they assist with Commons Cup responsibilities
- Build and promote Commons spirit
- Coordinate community engagement in Commons Cup activities
- Recruit and run intramural participation
- Attend monthly leadership team meetings

Requirements

- Maintain 2.5 GPA throughout the academic year
- Must be in good standing with the University (not on any academic or disciplinary probation or suspension).
- Must reside in the community in which you will serve in the upcoming year
- HUB Chair may not serve as a Peer Leader or HUB Board member

Schedule & Compensation

8 hours per week

\$12 per hour