

HUB Directorship Job Descriptions 2026-27

The HUB Directorship is a team of eight student leaders:

- Executive Director
- Director of Financial Appropriations
- Program Director (2)
- Creative Director
- Director of Athletics
- Director of Intellectual Engagement
- Director of Community Engagement

EXECUTIVE DIRECTOR

The Executive Director exists to provide direction and accountability for the HUB Directorship

- Oversee goal setting and strategic planning for the HUB
- Coordinate assessments of initiatives and objectives for the HUB
- Lead weekly HUB Directorship meetings and develop agendas in consultation with the HUB Advisor
- Work with the HUB Advisor to plan the Spring, and Leadership Transition Retreats
- Serve as the HUB representative for campus committees as needed or requested
- Conduct meetings with the following individuals/groups:
 - The Dean of Residence Life & Student Housing (semesterly)
 - Individual Community Representatives (bi-weekly)
 - HUB Directorship (weekly)

DIRECTOR OF FINANCIAL APPROPRIATIONS

The Director of Financial Appropriations exists to oversee funding opportunities intended to support and enhance SMU Residential Communities

- Facilitate the creation of the HUB budget in collaboration with the other Directors and track spending alongside the HUB Advisor
- Coordinate the Hall Improvement Fund (HIF) and the Community Development Fund (CDF) processes as described in the HUB Constitution and HUB Funding Process Handbook
- Oversee the HUB Funding Process, which consists of one representative from each Residential Community
 - Maintain and publish the HUB Funding Process Handbook
 - Monitor and manage proposal submissions in eRezLife
 - Hold bi-weekly meetings to review and approve/deny funding proposals
 - Send necessary communication on a weekly basis to all involved parties

PROGRAM DIRECTOR (2 Positions Available)

The Program Directors shall serve to promote, enhance, and support all initiatives within the HUB. Specific responsibilities will be assigned based on the strengths and interests of each Program Director

- Work with each HUB Director to plan and execute all upcoming events and initiatives
- Work alongside the Creative Director to execute the HUB's marketing plan
- Work alongside the Executive Director to ensure efficiency and productivity of Directorship meetings
 - Take written minutes at each HUB Directorship Meeting
- Lead inventory maintenance of HUB storage spaces in Loyd and SMUSH
- Maintain the HUB Box Folder and the HUB website
 - This includes the creation and maintenance of any templates currently being used
- Work with the HUB Advisor to publish a bi-weekly newsletter to the student body that provides updates on upcoming and past events

CREATIVE DIRECTOR

The creative director exists to lead the marketing efforts of the organization and oversee the creativity category of the Commons Cup

- Plan, coordinate, and execute all events under the Commons Cup's Creativity category
 - The Creativity category consists of two events
- Oversee all HUB social media accounts
- Create all marketing and advertising for HUB activities and initiatives when needed
- Manage relationship with the RLSH Street Team to ensure photography at all HUB Events
- Serve as the point person for HUB merch designs

DIRECTOR OF ATHLETICS

The Director of Athletics exists to oversee the Athletics category of the Commons Cup and to create and publish the Commons Cup Handbook

- Plan, coordinate, and execute all events under the Commons Cup's Athletic category
 - The Athletic category consists of: RC Games and Intramurals
- Oversee all Commons Cup operations including the Commons Cup Handbook
- Serve as the student point of contact between Campus Recreation and the HUB
- Communicate information regarding Intramurals to each community
 - This includes being placed on the roster of each RC team within Fusion Play

DIRECTOR OF INTELLECTUAL ENGAGEMENT

The Director of Intellectual Engagement exists to oversee the Intellectual category of the Commons Cup spearhead all intellectual initiatives of the HUB

- Plan, coordinate, and execute all events under the Commons Cup's Intellectual Engagement category
- The Intellectual Engagement category consists of: Quiz Bowl and one other event
- Spearhead all the HUB's inclusivity efforts; including, but not limited to:
 - Retention of vulnerable students
 - Discrimination on campus
 - Student experience of marginalized identities
 - Liaise with the Office of Social Change and Intercultural Engagement, Women & LGBT Center, and/or other organizations across campus to connect residents with resources

- Spearhead creation, distribution, and collection of advocacy surveys to share with the Dean of Residence Life and Student Housing

DIRECTOR OF COMMUNITY ENGAGEMENT

The Director of Community Engagement exists to oversee the Community Engagement category of the Commons Cup

- Plan, coordinate, and execute all events under the Commons Cup's Community Engagement category
 - The Community Engagement category consists of: #1Day4Dallas participation and any additional campus partnerships
- Serve as the student point of contact for the HUB's partnership with Engage Dallas
- Spearhead community engagement efforts within each residence hall including:
 - Targeted event recruitment
 - Individual resident recognition
 - Community recognition