

*Houston Baptist University
Student Programming Board
Programming Responsibilities &
Conditions of Student Leadership*

Programming Responsibilities:

- 🐾 Create opportunities for students to enhance their academic and leadership experience, as well as create a fun environment on campus
- 🐾 Coordinate logistics and details in planning events
- 🐾 Assess programming needs within the HBU community
- 🐾 Schedule events to coincide with and complement other campus activities
- 🐾 Recruit, train, and develop committees as needed to assist with implementing campus programs
- 🐾 Develop positive working relationships with other campus organizations and offices
- 🐾 Accept responsibilities for special programs as needed
- 🐾 **the start of the Fall Quarter from Monday, August 20, 2010 through Friday, August 31, 2010 in preparation for Welcome Days, Pack Leader Training, and assisting with the execution of Welcome Days**

Conditions of Student Leadership:

- 🐾 Current HBU Student
- 🐾 Self directed, motivated, able to work independently and in a team environment
- 🐾 Excellent verbal and written communications skills
- 🐾 Currently have and maintain a minimum 2.5 cumulative GPA

*Houston Baptist University
Student Programming Board
Position Application*

I. Personal Data

Name: _____

Campus Address: _____

Permanent Address: _____

Permanent Phone #: _____ Cell Phone #: _____

Email: _____ GPA: _____

I live: _____ on campus _____ off campus

II. Education

Expected Graduation Date: _____

Academic Status as of September 2010: _____ Fr. _____ So. _____ Jr. _____ Sr.

Majors: _____

III. Positions

For which positions are you applying (if more than one, please rank each position according to your preference)?

IV. Short Answer (Please print or type. Attach additional sheets if needed.)

1. Please describe a Student Programming Board event you have attended? How would you have made it more appealing to a larger number of students? What were the events' strengths and weaknesses?
2. What organizations are you involved with on campus, and what position/role do you have in these groups? Please tell about a specific activity that you were

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References and Verification Statement

Please list three references below. All references should know you well enough to speak about your professional qualifications and capabilities. References can be faculty or staff of HBU, or a current or previous employer. Relatives cannot be considered as references.

1. **Name:** _____
Occupation: _____
Address: _____
Phone: _____
Relationship to Reference: _____
Length of Relationship to Reference: _____

2. **Name:** _____
Occupation: _____
Address: _____
Phone: _____
Relationship to Reference: _____
Length of Relationship to Reference: _____

3. **Name:** _____
Occupation: _____
Address: _____
Phone: _____
Relationship to Reference: _____
Length of Relationship to Reference: _____

I certify that the foregoing statements are true and correct. I authorize the Director of Student Activities to investigate all statements contained within this application and the references listed above.

I understand that misrepresentation of any information listed in this application would subject me to termination of employment.

Applicant Signature: _____

Date: _____