



Office of Campus Activities – Program Coordinators

Entertainment • Special Events/Late Night • Weekend Programs • Global Issues/Topics

BASIC QUALIFICATIONS:

- Must be a full-time, traditional, undergrad student enrolled at McKendree University.
- Must have at least a 2.5 cumulative grade point average at time of application.
- Must maintain at least a 2.5 cumulative grade point average during employment.
- Takes initiative, accountable, reliable
- Ability to self-motivate with little or no supervision
- High level of interpersonal skills.
- Ability to brainstorm, cooperate, and contribute in a team environment
- This is a paid position and due to the requirements, we want to make sure that all commitments to our position are able to be managed without conflict. *If you have a concern regarding potential conflicts, please seek clarification in your interview or by talking with the Director of Campus Activities.*

DUTIES AND RESPONSIBILITIES:

- Coordinators work closely with fellow Coordinators, the Lead Coordinator, and the Director of Campus Activities, to plan, promote, implement, and assess the programs for their assigned committee.
- Attend all events scheduled by your committee.
- Maintain availability for traditional events (ie. Fall Family Weekend, Homecoming, McKendree Idol, Spring fling, etc.)
- Assist in distributing marketing materials around campus and community
- Assist in event logistics (set-up, execution, tear down); specific duties will be determined at meeting prior to event
- Act as a facilitator, role model, and be dedicated to providing positive leadership to the entire staff. In fulfilling his or her duties, the Coordinator should seek to fulfill the mission of the Campus Activities Board and the Office of Campus Activities by cultivating a team-oriented atmosphere and demonstrating commitment to the success of student life at McKendree
- Coordinators are required to serve a minimum number of TBA hours per week in the Campus Activities Office to be scheduled on different days during the week. Additional hours shall be made from assistance with staff events and activities.
- Coordinators are expected to maintain a responsible and professional image. Effective communication with various University offices, student organizations, and community resources is essential. Conduct all business, communication, correspondence, and negotiation in a professional and ethical manner.
- Coordinators are expected to follow the student conduct guidelines listed in the Student Handbook as well as the member policies and regulations set forth by the Office of Campus Activities. Members are considered representatives of CAB and McKendree University at all times.
- Attend staff trainings, retreats, and other functions as assigned.
- Answer all staff communication within a timely manner (24-36 hours)
- Meet all deadlines as set by the Student Directors and Director of Campus Activities.
- Coordinators will assist with the selection of new Street Crew members.
- Successfully balance the time commitment CAB requires with class work and other activities.
- All other duties as assigned.

POSITIONS:

ENTERTAINMENT:

(Minimum requirements: Variety of entertainment events through the semester)

Coordinates music, comedy, and movie events for attendance on or off-campus. These may include: karaoke, small coffee house events, larger concerts, and live comedy acts. A variety of movies may be held on campus or at a number of local venues for free or low cost.

WEEKEND EVENTS:

(Minimum requirements: Variety of Weekend-based events per semester)

The coordinator also plans a diverse variety of activities that occur specifically on a Friday, Saturday, or Sunday each month. Prior events included: on campus tournaments, trips to the zoo, sporting events, concerts, festivals, etc.

SPECIAL EVENTS/LATE NIGHT:

(Minimum requirements: Variety of special and late-night events per semester)

Plans a wide range of "out of the box" events. Many are generally random, low-budget activities that may involve food, creativity, and fun! Recent events included: Massage therapists, bingo nights, Mario Day, Trap & Paint Night, National Pretzel Day, and others! Past late-night events have included: dance parties, bowling, and others. We may also work with other campus groups and local businesses to provide collaborative entertainment. There may also be local area events or regional trips that appeal to on campus students as well as non-traditional students or those that are commuters. Many of the events may be free or at a discounted rate.

GLOBAL ISSUES AND TOPICS:

(Minimum requirements: Variety of Issue-based and Culture Events per semester)

Programming can be serious, fun, educational, or a bit of all three! This coordinator strives to provide forums, lectures, and talks on a variety of issues and topics that challenge students' thinking. It may also focus on activities for and about other cultures, minority groups, or underrepresented populations. Our goal is to bring awareness to pressing issues on campus, locally, nationally, and internationally to expand students' knowledge beyond the classroom.

TRADITIONS PROGRAMMING (ALL-COORDINATORS):

(Minimum requirements: Variety of Annually Scheduled Programming and Athletic-Based Events per semester)

We're all about tradition and plan some of the larger events that are available to McKendree students, faculty, staff, their families, and the Lebanon community. These are generally events that have been longstanding and unite tradition with memorable moments. The following events are the primary focus of the committee: Welcome Week, Homecoming Week (overall coordination, Relay Games, Royalty Court, and Parade), Finals Week Stress Fest (fall and spring), Spring Fling.

Hours:

The coordinator will work a flexible schedule but possibly not more than 15 hours per week. This position is available for Federal Work Study.

Questions should be sent to Craig Robertson, Director of Campus Activities at croberts@mckendree.edu.