

# Office of Campus Activities - Lead Coordinator

The Lead Coordinator(s) will serve as the official representatives on select committees (ie. SGA meetings, RSO President's Forums, Board of Trustees meetings, etc.). The Lead Coordinator is responsible and accountable for providing leadership in the development of a well-balanced Master calendar of programs that serve the needs and interests of the McKendree campus community. This position schedules and presides over the weekly meetings of CAB and acts as a liaison with other campus organizations. The Lead Coordinator makes sure scheduling deadlines are set and met and appropriate forms have been submitted.

## Basic Qualifications:

- Must be a full-time, traditional, undergrad student enrolled at McKendree University.
- Previous experience in Campus Activities Board preferred, but **not required**.
- Lead Coordinator must be at least Sophomore status at McKendree University.
- Must have at least a 2.75 cumulative grade point average at time of application.
- Must maintain at least a 2.75 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 required time commitment, **Lead coordinators are encouraged to NOT hold another major leadership role (i.e. RA, president, vice-president, etc.) or paid on or off-campus position during the year in which you are selected to serve.** 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.*

## EXPECTATIONS:

- The Lead Coordinators work closely with the Director of Campus Activities, assist with primary coverage at scheduled events, and manage the day-to-day duties and goals of Campus Activities Board.
- Coordinators should act as a facilitator, role model, and be dedicated to providing positive leadership to the entire staff. In fulfilling his or her duties, they 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
- Assist in event logistics (set-up, execution, tear down); specific duties will be determined at meeting prior to event.
- Coordinators are required to serve a minimum 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 Lair Weekend Rotation, staff events, activities, and concessions operations as appropriate.
- Assist with the coordination of a support and recognition program for staff retention, including staff socials and other interactions for staff. Coordinates the end of the year staff banquet.
- **Serve on a committee to recruit and select new Executive Board members for the next year.** Assist with the coordination of training and retreats.
- All staff members are expected to maintain a responsible and professional image. Effective communication with the staff, various University offices, student organizations, and community resources is essential. Conduct all business, communication, correspondence, and negotiation in a professional and ethical manner.
- Answer all staff communications within a timely manner.
- Meet all deadlines as specified.
- **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.**
- Successfully balance the time commitment CAB requires with class work and other activities.

## Duties and Responsibilities:

- Prepares agendas and schedules regular meetings with staff
- Maintains an Annual Binder and complete record of all CAB Events and Publicity
- Ensures that Executive Board members perform their duties in a satisfactory manner; conducts formal reviews of performance
- Maintains the event and internal staff calendars, schedules and reserves rooms/spaces for events and meetings
- Assists Director of Campus Activities with fund allocation and budget distribution
- Serve as the Co-Op Buyer at specified conferences
- Sets semester/yearly goals for CAB; conducts CAB event assessment and evaluation.
- Serves as an ex-officio member of all CAB committees.
- Other duties as assigned by the Director of Campus Activities

# Office of Campus Activities

## Public Relations Coordinator

The Public Relations Coordinator will assist the Office of Campus Activities with a variety of creative designs and publicity materials. This position plays an important role in the branding and overall image of the Office of Campus Activities, specifically with The Lair, Campus Activities Board, and Campus Recreation. Some duties may require specialized experience and/or knowledge.

### Duties and Responsibilities:

- Establish and maintain a social media presence for the Office of Campus Activities, its staff, and its programs via Facebook, Twitter, Instagram, Tik Tok, and other means.
- Work with Campus Activities Office staff to promote events.
- Photograph Campus Activities Office events and activities
- Create photographic and content for website and other various formats.
- Meet with staff members to promote ongoing efforts, events and programs.
- Assist in the creation of promotional items or publications like brochures, pamphlets, or calendars
- Assist staff with additional requests as they arise, including but not limited to, customer service, implementation of promotional events, and general office assignments.
- Performs other related tasks as assigned.

### Basic Qualifications:

- Basic understanding of introductory marketing and communications principles.
- Must have intermediate to advanced working knowledge of Microsoft Office (Word, PowerPoint, Excel), also knowledge of other relevant social media platforms helpful.
- Takes initiative, accountable, reliable
- Ability to self-motivate with little or no supervision
- Willing to seek web and campus resources to find answers to software questions
- High level of interpersonal skills.
- Ability to brainstorm, cooperate, and contribute in a team environment

### Student Employee Learning Outcomes:

As a result of development opportunities, training and work experience, student employees will be able to:

- Create designs, concepts, and sample layouts
- Research and develop new materials and methods for improving marketing efforts of the office.
- Prepare illustrations or rough sketches and communicate effectively with customers and staff
- Constructively receive and apply professional feedback
- Clarify academic focus and career goals by applying classroom knowledge to work situations
- Exhibit ability to work with scheduled deadlines.
- Develop a portfolio of quality work to aid in future employment

### Hours:

The coordinator will work a flexible schedule but possibly not more than 8-10 hours per week. This position is available for Federal Work Study or may also be taken for internship credit. For internship information and eligibility, please contact the Career Services Office.

Questions should be sent to Craig Robertson, Director of Campus Activities at [croberts@mckendree.edu](mailto:croberts@mckendree.edu).

# Office of Campus Activities – Program Coordinators

## Entertainment • Late Night & Weekends • Special Events • Issues & Culture • Traditions

### Basic Qualifications:

- Must be a full-time, traditional, undergrad student enrolled at McKendree University.
- Must have at least a 2.25 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 Music and Comedy 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.

#### LATE NIGHT & WEEKENDS:

*(Minimum requirements: Variety of travel/off-campus based events per semester)*

Plan a number of late night events that may occur any day of the week. The coordinator also plans a diverse variety of activities that occur specifically on a Friday, Saturday, or Sunday each month. Past late night and weekend events have included: dance parties, snack events, bowling, trips to the zoo, sporting events, concerts, festivals, etc., We may also work with other campus groups and local businesses to provide collaborative entertainment.

#### SPECIAL EVENTS:

*(Minimum requirements: Variety of daytime, late night, and weekend 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! 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.

#### **ISSUES AND CULTURE:**

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

Issues and Culture 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:**

*(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 8-10 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](mailto:croberts@mckendree.edu).

# Campus Activities General Manager

Department: Campus Activities

Job Title: General Manager

**Job Description:** Under general administrative guidance of the Director of Campus Activities, the General Manager is responsible for the operation and supervision of the Equipment Desk/Gameroom area and concessions at specified athletic events. The General Manager is also responsible for the coordination and execution of recreational and leisure programs at The Lair.

## ESSENTIAL QUALIFICATIONS:

- Education and Experience
  - Must be a current, full-time enrolled McKendree student registered for the current semester; must have attended McKendree University for at least one semester
  - Some previous management or supervisory experience (fast food or concessions operation preferred)
  - Knowledge and good skills in employee and public relations, food production methods and procedures, inventory systems, employee scheduling, and computer knowledge
  - Knowledge of basic gaming equipment including ping pong tables, billiards, video game consoles, etc.
  - Familiarity and interest with working with A/V equipment.
- Certifications:
  - Driver's License; Ability to be certified in CPR and First Aid, Ability to be certified in Food Preparation
- Requirements:
  - Federal Work Study Required
  - MUST BE AVAILABLE FOR TRAINING
  - Must be available for traditional events (Welcome Week, Homecoming, Fall Family Weekend, etc.)
  - Ability to work 8-15 hours per week, including weeknights, weekends, vacation break periods and some holidays.
  - Enthusiasm for working in a diverse, team oriented environment
  - Willingness to leave The Lair and all facilities better than you found them.
  - Ability to supervise peers.
  - Must be dependable and accountable
  - Attention to detail and multitasking ability; demonstrate problem-solving, customer service and communication skills, and leadership qualities
  - Excellent communication skills
  - Adhere to Student Employee Handbook, dress policy, and attend mandatory trainings
  - Ability to positively represent the Campus Activities Office, and McKendree University

## SKILLS AND EXPERIENCE GAINED:

- Increased understanding of event planning and management.
- Improved supervisory skills like mediation, customer service, and team building
- Enhanced knowledge of programming and facility operation

## SPECIFIC DUTIES:

- Supervise usage at facilities used by the Campus Activities Office. Provide for the order, security and safety of the building and its occupants in the absence of or in addition to permanent staff.
- Responsible for assisting and meeting the informational needs of the customer and portraying a positive attitude in a professional manner.
- Responsible for enforcing McKendree University and building policies for both staff and patrons, including handling emergency situations as they arise. Consults with professional staff as appropriate.
- Responsible for assisting with training sessions, employee scheduling, supervision, and evaluation of student staff.
- Responsible for maintaining reservations, daily reports, and additional forms as needed.
- Distribute signage, materials, and check bulletin boards for proper postings
- Responsible for greeting clients sponsoring events or meetings in The Lair. Shall check the cleanliness, setup of room and exercise care in the safeguarding of property and equipment.
- Responsible for checking condition of the room after event or meeting is over. Shall close and report the conditions of the facilities at the end of the shift.
- Make frequent rounds of activity areas to secure areas not in use, check condition of facilities, and check in with student employees on duty.
- Shall have a working knowledge of and enforce facility and staff policies and procedures in addition to University policies that relate to operations.
- Shall serve as a generalist, having a basic knowledge for all working areas of the Lair and concession areas.
- Shall complete entries in the duty log throughout their shift that describes the activity in the building and concession areas. This is not only done on the rounds, but anytime the General Manager deems important.

- Shall develop, together with other General Managers, a duty schedule. Managers are limited to working a maximum of 15 hours per week.
- Supervises staff in proper food service sanitation procedures.
- Maintains an up to date and accurate inventory. Assists with inventory purchasing.
- Responsible for all cash and prepares cash drawers for the snack bar and each concession event.
- Maintains accountability for incoming cash and safe control in the concession operations.
- Possess, or able to learn, a working knowledge of all food service equipment.
- Responsible for the planning and execution of various recreational and leisure activities. Most events will be held late night and/or weekends. Events will consist of:
  - Tournaments
  - Trivia Nights
  - Viewing Parties (sporting events, TV shows, movie nights)
  - Social Activities (karaoke, game nights, etc.)
- An outgoing personality and ability to speak to groups in a social setting is required.
- Other duties as assigned

Weekly shift hours determined on a semester basis. If needed, the General Manager must work required scheduled weekend shifts as part of a rotating schedule.

\*\*Selected applicants may be selected for an interview.