

Campus Activities Board Position Information 2020-21

SELECTION PROCESS:

All candidates who meet eligibility requirements (2.5 minimum cumulative GPA, full-time student at McKendree, at least freshman and above status; *Lead Coordinator requires at least sophomore status*, for the upcoming semester) are required to submit an application and interview for the desired position. It is the candidate's responsibility to make him/herself available for an interview and submit all material in the application. After review of materials, selected candidates will be permitted to continue through the selection process. Our current selection process consists of:

- Complete Online Application
- Sign Up for Individual Interview
- Receive Notice of Response
- Submit signed contract or agreement if offered a position

COORDINATOR REQUIREMENTS:

- 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. All other coordinators may be at minimum, Freshman status.
- 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.
- This is a paid position and due to the required time commitment, **Coordinators may 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.**

COMPENSATION:

CAB Coordinators are compensated for their work, leadership, and commitment as a staff member.

Federal Work study is preferred, however it is not required that staff members have Federal Work Study. As employees, students will be bound by McKendree student work guidelines and policies as well as those established by the Office of Campus Activities. The CAB Lead Coordinator will be compensated the current minimum wage amount to the set work study limit plus an additional \$100 to be paid at the end of each full semester*.

*The Office of Campus Activities may dock pay, place a staff member on probation, or terminate employment under the following circumstances:

- Failure of a staff member to carry out responsibilities and/or terms and conditions of his/her employment.
- On-campus or off-campus conduct deemed inappropriate for a campus staff member, which includes violations of Residence Life or the Campus Judicial Policies and Regulations Document, and/or other McKendree University policies.
- CAB Lead Coordinator additional pay will be prorated if selected beyond the start of the academic year.

CAB Coordinator positions offer students an amazing experience and opportunity to network with a variety of individuals, enhance their leadership skills, and build an incredible résumé!

DUTIES AND EXPECTATIONS:

- The 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.
- Assist with the recruitment and selection of new Campus Activities Board Staff
- 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.
- Attend all events scheduled by your committee.
- Coordinators are required to serve a minimum of 3 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.
- Coordinates support and recognition program for staff retention, including staff socials and other interactions for staff. Coordinates the end of the year staff banquet.
- **Coordinators serve on a committee to 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.
- **All Staff 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.**
- Successfully balance the time commitment CAB requires with class work and other activities.
- All other responsibilities as listed in our staff operations manual. This includes trainings, retreats, conferences, or other functions as assigned.
- All other duties as assigned.

Maintain availability for the following events:

Fall 2020 Semester*

- Executive Board Training/Scheduling Retreat - (Dates TBA)
- New Student Orientation –August 12-15
- Involvement Fair – September TBA
- Homecoming Week – (exact events TBA)
- Spring Schedule Preparation – (Dates TBA)
- [NACA Mid-America Regional Conference](#) – (Dates TBA)**
- Spring Schedule Finalization Deadline: (Dates TBA)

Spring 2021 Semester*

- CAB Spring Semester Preparation (Dates TBA)
- Summit on Leadership Development - (February 2020 tentative)
- [NACA National Convention](#) in TBA**
- Fall 2021 Schedule Preparation (April/May)
- Spring Fling (Dates TBA)

**Please note that some dates and activities may change due to budget concerns or otherwise. In that event, sufficient notice will be given.*

***Institutes are training opportunities hosted by our national organization. Some fees are covered by the Office of Campus Activities. All staff will not be required to attend.*

LEAD COORDINATOR DESCRIPTION:

The Lead Coordinator will serve as the official representative 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.

Additional Duties:

- Attends a majority of CAB events; assists with primary coverage at CAB sponsored events
- Assists graduate assistants and Director of Campus Activities with the coordination of training and retreats.
- Responsible for the organization of an annual end of the year banquet.
- Prepares agendas and schedules weekly meetings with staff
- Maintains a complete record of all CAB Events and Publicity; communication with agencies and vendors (Annual Binder)
- Assists with the recruitment and selection of new Campus Activities Board Staff
- 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.
- Oversee revisions and changes to the CAB Operations Manual
- Serves as an ex-officio member of all CAB committees.
- Other duties as assigned by the Director of Campus Activities

POSITION DESCRIPTIONS:

ENTERTAINMENT:

(Variety of Music and Comedy events through the semester)

This position is responsible for researching current music and comedy trends locally, regionally, and nationally to bring McKendree the very best in entertainment.

WELCOME WEEK/TEAM BOGEY

(Variety of Athletic-Based Event per semester)

Help get our Bearcats hyped to see our various teams through the year with a number of events and promotions. Plan crazy, fun, events related to McKendree spirit. Our goal is to promote activities and enthusiasm that will lead to involvement and commitment at athletic events. Events may include: student tailgate parties, special giveaways, away game viewing parties, and other sports-related activities!

EXCURSIONS

(Variety of travel/off-campus based events per semester)

Plans 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, including tickets to Fine Arts or sporting events. Popular programs include: Target Tuesday or Walmart Wednesday, St. Louis Zoo, City Museum, and many others.

SPECIAL EVENTS/LATE NIGHT

(Variety of daytime, late night, and weekend events per semester)

Plan a number of unique, random, low-budget activities that may involve food, creativity, and fun! Most events are late-night events or may occur on a Friday or Saturday night. This position also actively works with other campus groups and local businesses to provide collaborative entertainment. Past programming has included: Caricature Artists, Massage Therapists, I Hate Valentine's Day Party, Survival Bingo, and others.

ISSUES AND CULTURE

(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. Past programming has included: Voter registration, Black History Month Programming, Cultural Awareness Programming, and others.

TRADITIONAL EVENTS

(Traditional, larger scaled events Programming)

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: Involvement Fair, Fall Family Weekend, Homecoming Week (overall coordination, Relay Games, Royalty Court, and Parade), Finals Week Stress Fest (fall and spring), McKendree Idol, Spring Fling.

SOCIAL MEDIA/MARKETING

Oversees the promotion and publicity for the Campus Activities Office's events by serving as the main liaisons to campus media outlets, including the McKendree Review, McKendree Radio, and the University Communications Office. They will conduct research and assessment of the Campus Activities Board and its programs through data analysis, survey design, and focus groups. The coordinator produces a variety of creative artwork, designs, and publicity materials and 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. Creativity, good time management, and planning skills are a must for this position as promotions should be planned from both long and short-term perspectives that allow for adequate publicity.