



Office of Campus Activities Program Coordinators

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:

- 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 (see below).
 - Serve 1 shift minimum at General Manager role at facilities used by the Office of Campus Activities/Campus Recreation (Lair, Fitness Center, Intramural Gym)
- Work closely with fellow Coordinators, the Lead Coordinator, and the Director of Campus Activities, to plan, promote, implement, and assess programming.
- Attend events scheduled by your committee.
- Maintain availability for traditional events (ie. Welcome Week, Involvement Fair, Homecoming, Finals Week, 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.
- 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.
- Follow 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 Lead Coordinator(s) and Director of Campus Activities.
- Successfully balance the time commitment CAB requires with class work and other activities.
- All other duties as assigned.

PROGRAMMING CATEGORIES (*Variety of events each semester*):

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.

ENTERTAINMENT:

Coordinate 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:

Plan 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:

Plans a wide range of "out of the box" events. Many are generally random, low-budget activities that may involve food, creativity, and fun! Events have included: Skate nights, Massage therapists, bingo nights, Mario Day, Trap & Paint Night, National Pretzel Day, dance parties, bowling nights, off-campus movies, and others! Many of the events may be free or at a discounted rate.

GLOBAL ISSUES AND TOPICS:

This category can be serious, fun, educational, or a bit of all three! Our goal is 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. Programming ideas are to bring awareness to pressing issues on campus, locally, nationally, and internationally to expand students' knowledge beyond the classroom.

TRADITIONS PROGRAMMING (ALL-STAFF):

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 may include: 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.