



Office of Campus Activities – Campus Activities Board (CAB) Lead Coordinator

The Campus Activities Board 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 scheduled meetings of the Campus Activities Board 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**.
- Must be at least Sophomore status 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 required time commitment, coordinators are encouraged to **NOT hold another major leadership role (i.e. RA, RSO 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:

- 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
- 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 Campus Activities Board requires with class work and other activities.

DUTIES AND RESPONSIBILITIES:

- 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.
- Serves as the following:
 - Student Affairs Committee representative
 - Co-Op talent buyer at NACA, APCA or other designated conferences
 - Ex-officio member of all CAB committees
- Assist in event logistics (set-up, execution, tear down); specific duties will be determined at meeting prior to event.
 - Maintains the event and internal staff calendars, schedules and reserves rooms/spaces for events and meetings
- Sets semester/yearly goals for Campus Activities Board; reviews and conducts event/staff assessment and evaluation.
- Assist with the coordination of a support and recognition program for staff retention, including staff socials and other interactions for staff. Assists with the coordination of the end of the year staff social/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.
- Assists Director of Campus Activities with fund allocation and budget distribution
- Other duties as assigned