



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



Office of Campus Activities - Marketing/Social Media Coordinator

The Marketing/Social Media 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.

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
- 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.
- Willing to seek web and campus resources to find answers to software questions

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.

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 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.



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.

Campus Activities/Campus Recreation: General Manager

Under general administrative guidance of the Director of Campus Activities, the General Manager assists with the operation and supervision of the Lair Gameroom area and Weight and Cardio Room at the Fitness Center. The General Manager also assists with the coordination and execution of recreational and leisure programs.

Basic Qualifications:

- Must be a full-time, traditional, undergrad student enrolled at McKendree University.
- Must be at least Sophomore status at McKendree University.
- Must maintain at least a 2.5 cumulative grade point average during employment.
- Federal Work Study preferred
- Driver's License; Ability to be certified in CPR and First Aid, Ability to be certified in Food Preparation
- Takes initiative, accountable, reliable; ability to self-motivate with little or no supervision
- Ability to work up to 15 hours per week, including weeknights, weekends, vacation break periods and some holidays.
- High level of interpersonal skills; ability to brainstorm, cooperate, and contribute in a team environment
- Some previous management or supervisory experience
- Knowledge and good skills in employee and public relations, food production methods and procedures, inventory systems, employee scheduling, and computer knowledge
- Basic knowledge of gaming and general fitness equipment
- Familiarity and interest with working with A/V equipment.

DUTIES AND RESPONSIBILITIES:

- Work closely with fellow staff members and the Director of Campus Activities, to plan, promote, implement, and assess the programs assigned.
- Maintain availability for traditional events (ie. Fall Family Weekend, Homecoming, McKendree Idol, Spring Fling, etc.)
- Assist in event logistics (set-up, execution, tear down) as determined
- Assist with the advertising and promotion of programs and events.
- Act as a facilitator, role model, and be dedicated to providing positive leadership to the entire staff. In fulfilling his or her duties, the General Manager should seek to fulfill the mission of 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 a diverse campus community, including: University faculty and staff, general student population, and community resources is essential. Conduct all business, communication, correspondence, and negotiation in a professional and ethical manner.
- 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.
 - Follow protocol as it relates to reporting incidents, injuries, and any situation that warrants contact to Public Safety or other administration.
- Serve as a backup for General Recreation Staff and/or Weight and Cardio Room Attendants
- Attend staff trainings, retreats, and other functions as assigned.
- Answer all staff communication within a timely manner.

ADDITIONAL DUTIES:

- Supervise usage at facilities used by the Office of Campus Activities/Campus Recreation. 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 the following:
 - Assisting and meeting the informational needs of the customer and portraying a positive attitude in a professional manner.
 - Enforcing policies for both staff and patrons, including handling emergency situations as they arise. Consults with professional staff as appropriate.
 - Assisting with training sessions, employee scheduling, supervision, and evaluation of student staff.
 - Maintaining reservations, daily reports, and additional forms as needed.
 - Distribution of signage, materials, and check bulletin boards for proper postings
 - Maintains an up to date and accurate inventory. Assists with inventory purchasing.
 - Identify program equipment purchase needs; develop and maintain inventory control methods
 - Prepares cash drawers for the snack bar and each activity or concession event.
 - Maintains accountability for incoming cash and safe control in designated activity or concession operations.
 - Making frequent rounds of activity areas to secure areas not in use, check condition of facilities, and check in with student employees on duty.

- Shall serve as a generalist, having a basic knowledge for all working areas of the Lair and concession areas.
- Shall develop, together with other General Managers/Coordinators, a duty schedule. Managers are limited to working a maximum of 15 hours per week.
- 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

FITNESS CENTER SPECIFIC DUTIES:

Assists with assuring that the weight rooms/fitness centers operates effectively. Assisting with the supervision, training, scheduling, and evaluation of the weight/fitness staff will be an important part of this job.

- Assure that the student staff is performing all of their duties
- Monitor and assist participants utilizing the equipment as needed
- Clean equipment on a daily basis
- Be proactive in eliminating unsafe exercises
- Conduct facility and equipment orientations as needed
- Assess and properly respond to emergencies/risk management issues
- Other duties as specified.

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.



Intramural Recreation: Student Coordinator

Under general administrative guidance of the Director of Campus Activities, the Intramural Student Coordinator assists with the coordination and execution of recreational and leisure programs. Student Coordinators should have some basic knowledge and interest in team sports, but do not need experience playing all sports offered. The nature of the work is determined by the specific specialized role.

The student coordinator will organize and conduct intramural leagues including: assisting with the training of officials, leading meetings, scheduling of officials and leagues, handling of disputes, and evaluating officials. The student coordinator also assists with the supervision and management of the Weight and Cardio Room in the Fitness Center. Some of the tasks involve greeting participants, answering questions, demonstrating exercises and equipment, enforcing rules, and cleaning equipment. Coordinators are expected to maintain an awareness of potential problems while creating a welcoming atmosphere for all participants.

Basic Qualifications:

- Must be a full-time, traditional, undergrad student enrolled at McKendree University.
- Must be at least Sophomore status at McKendree University.
- Must maintain at least a 2.5 cumulative grade point average during employment.
- Federal Work Study preferred
- Driver's License; Ability to be certified in CPR and First Aid
- Takes initiative, accountable, reliable; ability to self-motivate with little or no supervision
- Ability to work up to 15 hours per week, including weeknights, weekends, vacation break periods and some holidays.
- High level of interpersonal skills; ability to brainstorm, cooperate, and contribute in a team environment
- Some previous management or supervisory experience
- Knowledge and good skills in employee and public relations, inventory systems, employee scheduling, and computer knowledge
- General sports knowledge; general weight and strength training aptitude and knowledge of fitness equipment preferred.

RESPONSIBILITIES:

- Coordinators work closely with fellow staff members and the Director of Campus Activities, to plan, promote, implement, and assess the programs assigned.
- Assist in the recruitment, hiring, training, scheduling, and evaluation of Sport Supervisors and Officials.
- Maintain availability for traditional events (ie. Fall Family Weekend, Homecoming, McKendree Idol, Spring fling, etc.)
- Assist in event logistics (set-up, execution, tear down) as determined
- 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 Office of Campus Activities and Recreation by cultivating a team-oriented atmosphere and demonstrating commitment to the success of student life at McKendree
- Coordinators are expected to maintain a responsible and professional image. Effective communication with a diverse campus community, including: University faculty and staff, general student population, 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 and Recreation. Members are considered representatives of Office of Campus Activities and Recreation and McKendree University at all times.
 - Follow protocol as it relates to reporting incidents, injuries, and any situation that warrants contact to Public Safety or other administration.
- Attend staff trainings, retreats, and other functions as assigned.
- Answer all staff communication within a timely manner.

DUTIES:

- Attend all mandatory meetings and training sessions as specified
- Organize, publicize, and execute events
- Arrive on time and be prepared for all scheduled shifts.
 - Arrive early and set up facility for the event.
 - Pick-up game sheets and keys for the activity

- Assist in signing in teams and verifying their eligibility
- Communicate with student staff and participants involving Campus Recreation facilities, programs, and events via phone, email, social media, and in person.
 - Assist in maintaining all social media outlets; assist in taking photos/video of Intramural activities
- Assist other Coordinators and General Managers with the orientation and training, feedback, motivation, and discipline of essential student staff employees (going over rules, policies, etc., and making sure they understand them).
- Provide excellent customer service to the campus community; maintain a professional demeanor at all times
 - Demonstrate awareness of, and appreciation for, individual uniqueness and diversity
- Provide equipment orientations to staff and participants as needed
- Assist with on-site risk management; inspect areas for safety; Act as a resource for participants; report damaged or improperly working equipment
- Manage players/spectators on the field/court; Maintain a courteous and helpful attitude
- Enforce departmental policies and procedures
- Assist with the advertising and promotion of programs and events.
- Serve as a backup for General Recreation Staff and/or Weight and Cardio Room Attendants
- Work in cooperation with other professional staff members
- Identify program equipment purchase needs; develop and maintain inventory control methods
- Other duties as specified.

FITNESS CENTER SPECIFIC DUTIES:

The Supervisor assists with assuring that the weight rooms/fitness centers operates effectively. Assisting with the supervision, training, scheduling, and evaluation of the weight/fitness staff will be an important part of this job.

- Assure that the student staff is performing all of their duties
- Monitor and assist participants utilizing the equipment as needed
- Clean equipment on a daily basis
- Be proactive in eliminating unsafe exercises
- Conduct facility and equipment orientations as needed
- Serve as a substitute staff member if needed
- Assess and properly respond to emergencies/risk management issues
- Other duties as specified.

Hours:

The coordinator will work a flexible schedule but 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.