Campus Activities Board Program Assistant
Alumni Memorial Union Student Engagement

General Description

The Campus Activities Board Program Assistant is responsible for assisting with the creation, promotion, and implementation of Campus Activities Board events at Marquette University, which include but are not limited to which include but are not limited to Homecoming, Annex Programming, Films, Winter Welcome Week, student organization collaborations and others as determined by the Campus Activities Board (CAB).

As a staff member within the Alumni Memorial Union, the Campus Activities Board Executive Committee Chair will also be expected to contribute to the Alumni Memorial Union Mission, to value and empower fellow students, and to assist with various duties in the Alumni Memorial Union when needed. This position should expect to work closely with student and professional staff to complete the responsibilities listed below.

Specific Responsibilities

- Assist the Coordinator for Student Organizations & Campus Activities and Graduate Assistant for Campus Activities with the creation, development, and implementation of CAB Programs
- Work with CAB programming directors to execute delivery of programming initiatives. This includes but is not limited to:
    - Event set-up and tear down
    - Being on-site contact for vendors when needed/appropriate
    - Assisting with event check-in processes
- On occasion, assist with the following overall CAB duties:
    - Advertisement and promotion of CAB programs; this may include promotion in display cases, table tents, distribution of flyers and posters to on-campus offices and off-campus businesses, and working with student organizations to promote CAB programs
    - Work with agencies to book entertainment (outside of your programming area)
    - Create and manage a database of CAB materials
    - Regularly update the Campus Activities website, manage social media accounts for Campus Activities, and upload event information to Presence
    - Design and send weekly emails to the Campus Activities Listserv(s)
    - Act as liaison to the Student Affairs Marketing and Graphics Office and the Office of Residence Life, in order to assist with the design and distribution of CAB print publicity
- Attend the AMU All-Staff Training in fall (late September—date TBD)
- Attend regular CAB meetings
- Other duties as assigned.

Qualifications

- Demonstrate understanding of the foundational purpose of CAB programming and/or willingness to learn
- Experience with and/or interest in student activities, programming, leadership development, social media, and marketing and/or willingness to learn
- Creative and resourceful
- Strong oral, written, and interpersonal communication skills
- Strong organizational skills

- Ability to work independently and accept individual responsibility for projects or assignments
- Ability to work within a team
- Ability to time manage and work under a deadline
- Commitment to values compatible with and supportive of Marquette's mission as a culturally diverse, Catholic, Jesuit university

Remuneration

Approximately 5 hours per week (flexible, evening and weekend hours necessary) | $10.50/hour