

CAB APPLICATION 2012

Print neatly or type and return to Department of Student Life (SC319)

APPLICATION DEADLINE – February 2, 2012

Name: _____ Student ID Number: _____

Address/City/State: _____ Zip: _____

Home Number: _____ Work/Cell Number: _____

Email Address: _____ College/Major: _____

Expected Graduation Date: _____

Are you available to work with CAB at least 10 hours/week (circle one)? **Yes** **No**

Positions Available: Please rank in order of preference with 1 being the most preferred.

_____ **Events Coordinator**

_____ **CAB Associate**

Please **attach resume and type answers to the following questions** on an additional sheet of paper:

- 1. Why are you interested in working with CAB? What experiences do you hope to gain by working with this type of organization?**
- 2. What event planning experiences and organizational skills will you bring to CAB?**
- 3. What is your definition of leadership?**
- 4. How will the CSU body benefit by your participation as a CAB Officer or Associate?**
- 5. Have you ever attended a CAB event? If so, which one(s)?**
- 6. What role do you believe a Campus Activities Board should play on a college campus?**

Return completed application to Department of Student Life, SC 319
2121 Euclid Avenue, Cleveland, OH 44115 (Fax) 687-5441

ONLY COMPLETED APPLICATIONS WILL BE CONSIDERED
APPLICANTS MUST:

BE A FULL-TIME STUDENT

(12 credit hr for undergraduates, 8 credit hr for graduate & law students)

& MUST HAVE A MINIMUM 2.5 GPA

Note: CAB Position Descriptions are subject to revision by agreement of organization membership and advisor

DEPARTMENT OF STUDENT LIFE
General Fee Organization/Student Leader Stipend Position Description

Organization Name	Campus Activities Board (CAB)
Position Title	EVENTS COORDINATOR
Supervisor	CAB Advisor & Executive Director
Scholarship Amount	\$2000 each semester (Fall & Spring)
Minimum Hours per Week	10

Qualifications

1. Enrolled in at least 12 credit hours (undergraduates) or 8 credit hours (graduate and law students) during the fall and spring semesters.
2. Maintain a cumulative GPA of 2.5 or better during tenure of leadership position

Leadership and University Requirements

1. Must complete 4 points of leadership education/training and complete General Fee Leader Orientation (also worth 4 points) prior to taking on the position duties and as a condition for receipt of the Scholarship. Must complete remaining points of leadership education/training during the first semester in the position (excludes summer).
2. Comply with all rules, regulations, policies, and procedures of the Department of Student Life and Cleveland State University, as they relate to the position and to the operation of the organization.

Basic Duties

1. Be responsible for the planning and implementation of all CAB Events
2. Keep Advisor and Executive Director informed; meet with both on a regular basis
3. Act as CAB contact with necessary University departments including but not limited to, Conference Services, Aramark or other food vendor, Parking, Grounds, Physical Plant, Events Committee, etc.
4. Serve as lead contact/negotiator with vendors, performers, etc.
5. Serve as host/hostess to visiting entertainers, including but not limited to, reserving hotel accommodations, parking reservations, meals, and any special needs of performers/guests
6. Fill out the Event Report within one week of a completed event
7. Be responsible for assessing the needs/wants of CSU students in regards to program planning, including the production, distribution, filing & tabulating event evaluations
8. Coordinating a Springfest Committee (in conjunction with Assistant Director) with campus-wide representation
9. Be responsible for ticket sales, setup, cleanup, and all related action required before & during events (in conjunction with all CAB staff)
10. Conduct an events evaluation after each CAB event and report on same
11. Attend/staff CAB events/programs unless academic commitments conflict
12. Adhere to a minimum of 10 hours per week (office, meetings, etc); schedule, post, and keep at least 8 office hours per week
13. Abide by CAB Constitution; **other duties not specified in this description may need to be fulfilled per the CAB Constitution or to successfully uphold the mission and goals of the organization**

**All student positions within organizations under the jurisdiction of the Department of Student Life come under the general supervision of and are accountable to the Dean of Student Life or designee.*

DEPARTMENT OF STUDENT LIFE
General Fee Organization/Student Leader Position Description

Organization Name	Campus Activities Board (CAB)
Position Title	ASSOCIATE
Supervisor	CAB Assistant Director & Office Manager
Hourly Salary	\$10 per hour
Hours per Week	10

Qualifications

1. Enrolled in at least 12 credit hours/semester during tenure of leadership position (8 for Law School)
2. Maintain a cumulative GPA of 2.5 or better during tenure of leadership position

Leadership and University Requirements

1. Must complete 4 points of leadership education/training and complete General Fee Leader Orientation (also worth 4 points) prior to taking on the position duties and as a condition for receipt of the Scholarship. Must complete remaining points of leadership education/training during the first semester in the position (excludes summer).
2. Comply with all rules, regulations, policies, and procedures of the Department of Student Life and Cleveland State University, as they relate to the position and to the operation of the organization.

Basic Duties

1. Support CAB staff and perform activities pursuant in one of two “Special Assignment” Areas; (a) Event Coordination and Marketing, or (b) General CAB Administration. May also assist with Student Volunteer Coordination (e.g. CAB Squad)
2. Support all operations of CAB, including day-of-event activities, as assigned by CAB Director or other appropriate CAB officers
3. Serve as CAB liaison/ambassador to CSU student body; keep members of student body informed about CAB events and membership and/or volunteer opportunities
4. Attend and participate in CAB meetings
5. Keep Director and Assistant Director informed; meet with both on a regular basis.
6. Participate in CAB projects as appropriate/assigned
7. Adhere to 10 hours of CAB work per week as assigned (office, meetings, etc); schedule, post and keep at least 8 office hours per week
8. Attend/staff CAB events/programs unless academic commitments conflict
9. Keep updated event binders/records
10. Organize CAB E-mails and assist with campus mailbags.
11. Abide by CAB Constitution; **other duties not specified in this description may need to be fulfilled per the CAB Constitution or to successfully uphold the mission and goals of the organization**

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