

## **Campus Activities Board Executive Committee Intern** **Alumni Memorial Union Student Engagement**

### **General Description**

The Campus Activities Board Executive Committee Intern 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 Homecoming, Late Night Marquette, Senior celebration, and others as determined by the Campus Activities Board (CAB). The CAB Executive Committee Intern is responsible for assisting with the development of a comprehensive calendar of CAB events, reserving event and publicity space, managing promotion strategies to create campus-wide knowledge of CAB programs, working with entertainers and agencies to book entertainment, and collaborate with other offices and student organizations in planning, publicizing, and executing CAB programs.

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 and Campus Programs and Graduate Assistant for Campus Activities with the creation, development, and implementation of CAB Programs
- Collaborate with campus partners to plan campus-wide programs
- Assist in the 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
- Communicate CAB funding opportunities to student organizations
- Work with Event Management to reserve event and publicity space, as well as finalize catering orders and event diagrams
- Create and manage a database of CAB materials
- Provides timely and accurate feedback on program events
- Regularly update the Campus Activities website, manage Facebook and Twitter 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
- Act as an onsite contact at CAB programs
- Attend the AMU All-Staff Training in fall (late September – date TBD)
- Other duties as assigned.

### **Qualifications**

- Demonstrate understanding of the foundational purpose of Late Night programming
- Experience with and/or interest in student activities, programming, leadership development, social media, and marketing.
- 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 c  
university

### **Remuneration**

Approximately 10 hours per week (flexible, evening and weekend hours necessary) | \$10.00/hour