Campus Attractions
2017-2018
Selection Application

All applications due by:
Friday, January 20, 2017 at 5PM

Student Activities Office
Memorial Union 124A
701-231-7221
Email: ndsu.ca@ndsu.edu
www.ndsu.edu/campusattractions
Please read all enclosed information carefully. If you have any questions, contact Kalley Norr, President of Campus Attractions, 701-231-7221, any Campus Attractions Staff Member, or Kim Bruemmer, Adviser of Campus Attractions in the Student Activities office, 231-8242.

Applicants must be registered for and complete a minimum of nine credits (5 graduate level credits), have a minimum 2.5 cumulative / semester GPA, and be in good conduct standing.

To be considered, all applicants must submit a completed application form to the Student Activities Office, Room 120 Memorial Union. All applications are due by 5 pm Friday, January 20, 2017. Interviews for positions will be held on January 31, February 1, and February 2. There will be a sign up for a 20-minute interview available in the Student Activities office. Sign up for an interview time upon handing in your application. Incomplete and/or late applications will not be considered.

Persons interviewing for the Graphic Designer position must bring the completed sample project to the interview. Vice President and Graphic Designer are strongly recommended to bring a portfolio.

The 6-member Campus Attractions Advisory Board will conduct the interviews and is comprised of students, student affairs representatives and, MU staff members. Please dress appropriately, business casual attire is preferred.

**Mission Statement:** Campus Attractions is dedicated to serving the North Dakota State University community by providing educational, cultural, social, and recreational programs and activities through a wide variety of resources.

**Campus Attractions Staff:** Campus Attractions staff members are expected to work approximately 15-20 hours per week in the development of programs, publicity, committees, and related activities. Each of the Coordinators will each receive a $4,000 tuition waiver for the year.

**Training:** Upon receiving a position, the new staff member will work closely with current staff through the spring semester. Participation in a fall and winter retreat and other training throughout the year is required. The New Staff Spring Retreat is set for February 26, 2017 and the Fall Retreat is set for August 16-18, 2017; these are both MANDATORY for staff members.

**Committees:** Staff members are expected to develop and maintain volunteer committees to assist in implementation of programs, technical support, marketing, graphic design and special projects. Campus Attractions staff members also work closely with each other in the fulfillment of their responsibilities.

**Program Development:** Program coordinators find programming ideas in a variety of places, utilizing campus, local, regional, and/or national talent. Programmers work with agents and gain experience negotiating contracts, maintaining budgets, and utilizing committees in program implementation.

**2016-2017 Campus Attractions Staff** - http://www.ndsu.edu/campusattractions
Kalley Norr – President – ndsu.ca@ndsu.edu
Jamie Kliewer – Vice President – ndsu.ca@ndsu.edu
Stephon Atuti – Graphics – ndsu.ca@ndsu.edu
Open – Special Events – mailto:ndsu.ca.specialevents@ndsu.edu
Dani Girtz – Concerts – ndsu.ca.music@ndsu.edu
Austin Westmeyer – Spotlight – ndsu.ca.spotlight@ndsu.edu
Abby Lee – Campus Live – ndsu.ca.campuslive@ndsu.edu
Katie Stuhlmueller – Campus Live – ndsu.ca.campuslive@ndsu.edu
Campus Attractions Staff Application

Name ____________________________________________________________
Local Address_____________________________________________________
E-mail address_____________________________________________________
Phone____________________________________________________________
Major_________________________________ Student ID #____________________
Avg. Semester credit load__________ Cum. GPA  __2.5-2.99__ __3.0-3.49__ __3.5-4.0

Next fall you will be (circle one): Fr. So. Jr. Sr. Grad Anticipated Graduation Date_________
Applicant must be registered for a minimum of 9 credits (5 grad), have a minimum 2.5 cumulative and 
semester G.P.A. and be in good conduct standing. First semester freshmen and transfer students will be 
treated comparably according to available information.

Please rank all positions in order of interest
(1 highest interest, 8 lowest interest using each number only once. You can leave positions blank that you are not interested in.)

__President
__Vice President
__Concerts Coordinator
__Graphic Designer (see exercise on attached page)
__Spotlight Coordinator
__Campus Live Coordinator
__Special Events Coordinator

If not selected for the position of your choice, would you accept another position? __Yes __No

Check the software you have knowledge and experience with: ___Word ___Excel ___Web Design Programs
___Adobe Photoshop ___Adobe InDesign ___Adobe Illustrator ___________iMovie ____________Other (list)

List approximate hours per week you plan or need to spend at the following activities (ex: 20hr Academics):
___ Academics ___Job ___Student Organizations ___Internship/Volunteer Work

How many hours do you anticipate having available for Campus Attractions duties?____________

Please answer and type the following questions on a separate piece of paper. Limit your responses to 
one page for all questions combined.
1. Why do you want a position on the Campus Attractions Staff? Describe current and past work, volunteer, 
course work, or co-curricular involvement that has given you experience to succeed in the position(s) in 
which you are interested.
2. What can Campus Attractions and the students whom you serve expect from you?
3. How would you use your first choice position to improve the programs Campus Attractions brings to 
campus?

Completed application must be returned to the Student Activities Office, Room 120, Memorial Union, by 5 pm 
Friday, January 20, 2017. Incomplete or late applications will not be considered. Resumes and recommendation 
letters are encouraged but not required. Interviews will be conducted on January 31, February 1, and February 
2. Sign up for an interview slot upon handing in applications in the Student Activities Office.

Signature_______________________________________________ Date__________________________

By signing this document, I give permission for the Student Activities Office to check my eligibility (Credits/GPA/ conduct).

Office Use Only:
GPA:  2.5 cum Y N 2.0 sem Y N Conduct Y N Credits enrolled_______
Interview date/time:__________________________________________
Campus Attractions coordinators and executive members are responsible for assisting in the planning and implementation of the Homecoming festivities in addition to the duties listed below.

**Executive Board**

**President**
1. Preside over all Board, executive officers, and executive committee meetings. Roberts Rules of Order can be used as a guideline for running these meetings.
2. Serve as the spokesperson for CA
3. Serve as the liaison between CA and organizations, such as Student Government, Hall Government, International student groups, student organizations, CSO, etc.
4. Serve as chief constitutional officer
5. Coordinate CA officer selection process if not re-applying
6. Responsible for leading CA toward goals and objectives that support CA and the university’s missions
7. Assist the Assistant Director of Campus Activities with the CA budget process and monitor CA budget throughout the fiscal year
8. Oversee the transition and training of new officers
9. Responsible for monitoring conduct of officers at CA related events as conducive with this document
10. Responsible for meeting agendas for the Executive Officers and Executive Committee meetings
11. Responsible for reserving rooms for Board meetings
12. Sits on Steering Committee for Homecoming

**Vice President**
1. Preside as president in the president's absence
2. Overall CA Promotion and PR:
   a. Order promotional items for the academic year.
   b. Promote CA by attending or speaking at organizational meetings a minimum of once a month.
   c. Responsible for production of the semester calendar of events, Display Board design and upkeep, and upkeep of CA historical reference.
   d. Update and post on all CA social media (Twitter, Facebook, Instagram, Blackboard) a minimum of once a week and/or for every event.
   e. Advertise CA without the use of social media and graphics at a minimum of once per month. (Prize drawings, contact tables, commercial advertising)
   f. Coordinate PR events for CA including organizational fairs, open houses, and contact table promotions.
3. Responsible for taking detailed minutes at Board meetings
   i. Provide Board minutes no later than two (2) business days before the following Board meeting.
4. Responsible for maintaining office supplies.
5. Coordinate CA officer selection process if the President is ineligible and the Vice-President is not re-applying.
6. Coordinate a board social or team-building event each semester.

**Coordinators**

**Concerts Coordinator**
The Concerts committee is responsible for programming musical talent in a variety of formats such as a Street Dance, Spring Concert, the Live @ Lunch series, local talent, poetry and open mic nights. Duties include: identifying and/or developing programs; scheduling facilities, equipment, and staff as needed; negotiating and executing contracts; soliciting participation from individuals, student organizations, and residence halls; coordinating publicity and marketing with the assistance of the Graphic Design Coordinator and the Vice President; maintains a budget.
Graphics Coordinator
1. To create (typeset, lay-out, design) and produce advertising at the request of the officers
2. To ensure that the CA logo and consistent design are used on all CA promotions
3. To maintain a high standard in all work created which will represent CA
4. To ensure that all work is created by the time agreed to between the officer and the graphic designer
5. To maintain supplies and materials related to graphic design and promotions of CA
6. Must fulfill office hours as follows:
   a. Graphic Coordinator must fulfill ten consistent office hours per week. Five of those hours must be during 8:00am to 5:00pm. Then the other five-scheduled officer hours must be done in the office during student activities complex hours (Monday-Friday 8:00am-11:00pm). No more than 4 hours per day.
   b. Graphics Coordinator must fulfill 2-5 hours per week helping with events.
   c. All office hours must be scheduled so that other coordinators know when and where to find the Graphic Coordinator.
7. Will attend mandatory events.

Spotlight Coordinator
The Spotlight committee is responsible for programming contemporary issues and topics in a variety of formats such as comedians, lectures, debates, forums, open seminars, interpretive readings, and multicultural art, utilizing campus, local, regional and national talent. Duties include: identifying and/or developing programs; scheduling facilities, equipment, and staff as needed; negotiating and executing contracts; soliciting participation from individuals, student organizations, and residence halls; coordinating publicity and marketing with the assistance of the Graphic Design Coordinator and the Vice President; maintains a budget.

Campus Live Coordinator (2 openings)
The Campus Live committee is responsible for programming and running the Campus Live programs such as Club NDSU, fitness nights, crafts and more. The weekly films are also chosen by the committee and played in the Memorial Union. Campus Live, managed by two coordinators, programs a variety of movies for the interest and enjoyment of the student body, as well as the campus live late night events that occur a minimum of the 1st and 3rd Fridays of the month unless executive committee approval is received and a minimum of one Saturday a month. Duties include: identifying and/or developing programs; scheduling facilities, equipment, and staff as needed; negotiating and executing contracts; soliciting participation from individuals, student organizations, and residence halls; coordinating publicity and marketing with the assistance of the Graphic Design Coordinator and the Vice President; maintains a budget.

Special Events Coordinator
The Special Events committee is responsible for programming entertainment activities for all novelty acts such as magicians, hypnotist, and other interactive and performing programs. Duties include: identifying and/or developing programs; scheduling facilities, equipment, and staff as needed; negotiating and executing contracts; soliciting participation from individuals, student organizations, and residence halls; coordinating publicity and marketing with the assistance of the Graphic Design Coordinator and the Vice President; maintains a budget.

This is a summarized version of position responsibilities. All the staff are required to recruit and retain a committee to assist in their duties. Many positions also serve on campus committees. Actual duties may be expanded and vary from this listing. Refer questions to a current staff member.
Applicant: If you applied for the Graphic Designer position on the application, please complete the following exercise.

Design Exercise:

Design 1 Color and 1 Black and White 11 x 17 inch poster for the following fictional event:

Type of Event: Casino Night
Date of Event: January 15, 2017
Time of Event: 9:30 pm to 1 am
Location: Great Plains Ballroom
Sponsored by: Campus Attractions
Additional Information: Various types of Casino games (roulette, blackjack, Texas Hold ‘em, etc.) will be brought in for students to enjoy. There will be $1,000 worth of prizes available to win.
Additional Required Items: For more information contact 701-231-7221
www.ndsu.edu/campusattractions
The Campus Attractions Logo

Bring these posters and a portfolio, if you have one, to your interview.