

# 2018-19 Campus Attractions Staff Application

**Applications are due by January 19, 2018 at 5pm.**

**Hand in to the Student Activities front desk.**

Application are also available online at [myndsu.ndsu.edu](http://myndsu.ndsu.edu)

(go to Campus Attractions page and select Forms)

## **Requirements:**

- \* Minimum of 9 credits per semester (5 graduate level credits)
- \* Minimum of 2.5 Cum. GPA
- \* Be in Good Conduct Standing
- \* CA Staff Members are expected to work 15-20 hours per week
- \* Each staff member will receive an allotted \$2000 towards tuition per semester

**Upon submission of application (paper or online) you will receive an email with more information about the selection process.**

If you have any questions please do not hesitate to ask any current CA staff, Kim Bruemmer at [kim.bruemmer@ndsu.edu](mailto:kim.bruemmer@ndsu.edu) or Abby Lee at email [ndsu.ca@ndsu.edu](mailto:ndsu.ca@ndsu.edu)

## **Positions Available:**

### President:

- \* Preside over all board, executive officers, and executive committee meetings
- \* Serve as spokesperson for CA
- \* Serve as liaison between CA and NDSU Student Organizations
- \* Responsible for leading CA towards goals and objectives that support CA and the university's mission.
- \* Complete 5 scheduled office hours per week

### Vice President:

- \* Preside as president in the president's absence
- \* Responsible for taking minutes at Board Meetings
- \* Overall CA promotion and PR
- \* Coordinate a board social or team-building event each semester
- \* Complete 5 scheduled office hours per week

### Graphics Coordinator:

- \* Create and produce advertising for CA
- \* Ensure that all work is created in the time agreed
- \* Complete 10 scheduled office hours per week

## Programming Coordinators

### Concerts Coordinator:

- \* Responsible for programming musical talent in a variety of formats such as Street Dance, Spring Concert, Live @ Lunch, local talent, and open mic nights.

### Spotlight Coordinator:

- \* Responsible for programming contemporary issues, topics, and current events in a variety of formats such as comedians, lectures, debates, forums, and multi-cultural art.

### Campus Live Coordinator:

- \* This position is managed by two coordinators
- \* Responsible for programming and running Friday and Saturday night events such as Club NDSU, Grocery Bag Bingo, Fitness nights, and Pinterest Nights.
- \* Responsible for choosing the weekly films shown in the Memorial Union.

### Special Events Coordinator:

- \* Responsible for programming entertainment activities for all novelty acts such as magicians, hypnotists, and other interactive programs.

## Basic Programming Coordinator Responsibilities:

- \* Complete 5 scheduled office hours week per week
- \* Identifying and/or developing programs
- \* Scheduling/Reserving facilities, equipment, and staff as needed
- \* Negotiating and executing contracts
- \* Coordinating publicity and marketing with assistance from the Graphics Coordinator and the Vice President
- \* Maintain Budget

*These are summarized versions of the position responsibilities;  
actual duties may be expanded and vary from listing.*



# Campus Attractions Application

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Name \_\_\_\_\_  
Local Address \_\_\_\_\_  
E-mail address \_\_\_\_\_ Phone \_\_\_\_\_  
Major \_\_\_\_\_ Student ID # \_\_\_\_\_  
Avg. Semester credit load \_\_\_\_\_

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.**

**Cum. GPA (Circle one):** 2.5-2.99 3.0-3.49 3.5-4

**Software Knowledge (Circle all that apply):** Word Excel Web Design Programs Adobe Photoshop  
Adobe InDesign Adobe Illustrator iMovie Other \_\_\_\_\_

## Please rank all positions in order of interests

(1 being highest- 7 being lowest, you can leave positions blank if you are not interested)

- \_\_\_\_ President
- \_\_\_\_ Vice President
- \_\_\_\_ Concerts Coordinator
- \_\_\_\_ Graphics Coordinator
- \_\_\_\_ Spotlight Coordinator
- \_\_\_\_ Campus Live Coordinator
- \_\_\_\_ Special Events Coordinator

If not selected for the position of your choice, would you accept another position? Yes No

List approx. hours per week you plan or need to spend at the following activities:

Academics: \_\_\_\_ Job: \_\_\_\_ Student Org: \_\_\_\_ Internship/Volunteer Work: \_\_\_\_

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

## Please type the answers to the following questions on a separate sheet of paper.

Limit your responses to one sheet of paper 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 the 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 19, 2018**. 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.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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



## **Additional Requirement(s):**

### **All Applicants:**

Please create an event that you would like to see on campus.

Submit a document, no more than one page, that includes:

- \* Type of Event/Title:
- \* Description:
- \* Location:
- \* Budget:
- \* Why you chose this event/How it can benefit students?

Please turn in a copy of this with your application and bring a copy to the interview.

### **If applying for Graphics Coordinator please complete the following exercise:**

Please design one color and one black & white 11x17 poster for the following fictional event.

- \* Title: Casino Night
- \* Date: January 12, 2018
- \* Time: 9:30pm to 1am
- \* 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 \$1000 worth of prizes available to win.
- \* Required Information: the CA Snapchat QR and the Campus Attractions Logo

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

