Campus Attractions
2017-2018
Spotlight Application

All applications due by:
Friday, September 15, 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 Abby Lee, 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, September 15, 2017. Interviews for positions will be held on Wednesday, September 20, 2017. 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.

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

**Campus Attractions Staff: 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 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 fall semester. Participation in a fall and winter retreat and other training throughout the year is required. The Spring Retreat is set for January 15, 2018 and is 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, or national talent. Programmers work with agents and gain experience negotiating contracts, maintaining budgets, and utilizing committees in program implementation.

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**2017-2018 Campus Attractions Staff** - [http://www.ndsu.edu/campusattractions](http://www.ndsu.edu/campusattractions)

- **Abby Lee** – President – ndsu.ca@ndsu.edu
- **Dani Girtz** – Vice President – ndsu.ca@ndsu.edu
- **Stephon Atuti** – Graphics – ndsu.ca@ndsu.edu
- **Amanda Palos** – Special Events – ndsu.ca.specialevents@ndsu.edu
- **Karli Schulz** – Concerts – ndsu.ca.music@ndsu.edu
- **OPEN** – Spotlight – ndsu.ca.spotlight@ndsu.edu
- **Nicolas Tophen** – Campus Live – ndsu.ca.campuslive@ndsu.edu
- **Josh Amundson** – Campus Live – ndsu.ca.campuslive@ndsu.edu
Spotlight Coordinator 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.

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, September 15, 2017. Incomplete or late applications will not be considered. Resumes and
recommendation letters are encouraged but not required. Interviews will be conducted on Wednesday,
September 20, 2017. 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.

**Coordinators**

**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.

*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.*