



The Campus Activities Team's primary goal is to provide a wide range of programming in relation to campus activities that will appeal to the entire student body. CAT is a student focused board which strives to establish opportunities for students to make personal, and campus-oriented connections.

Coordinator Position Descriptions

2023-24

Responsibilities, duties, and requirements for all coordinator positions

Compensation: \$600 per semester (fall and winter only) via activity award

1. Attend all weekly general body meetings
2. Assist with at least four program a month, from start to end time
3. Meet with your respective Vice President as necessary
4. Maintain constant communication with your respective Vice President
5. Model the Campus Activities Team's value of inclusion in execution of your role
6. Consistently attend CAT programs and support the CAT philosophy and team
7. Be present and engaged at most programs hosted by your committee
8. Maintain program records related to programs you assist in planning
9. Serve as support for your Vice President
10. Assist with additional large-scale programs (ex. CAT Weeks, the Block Party, LateNight Breakfast, FestiFall, Student Organization Day, WinterFest, etc.)
11. Abide by marketing deadlines
12. Communicate with the CAT advisor and President as necessary
13. Develop, implement, and execute programming, completing the necessary processes, for your committee per the request of your Vice President
14. Other responsibilities as designated by your position description (see below) and the Campus Activities Team President, Vice President and/or advisor
15. Attendance at the following trainings/work days: Friday August 26th all day and upcoming summer dates.

All undergraduate students shall have and maintain a minimum 2.75 GPA. Graduate students shall maintain satisfactory grade standards as specified in the Graduate Bulletin that is not below 2.75 GPA, with a cumulative 2.75 GPA.

Undergraduates must be currently enrolled in 6 credit hours. Graduate students must be currently enrolled in 3 credit hours. Undergraduate students who are enrolled in a professional program in which their curriculum requires them to be less than part-time must be enrolled in at least 3 credits.

You must also be available the entire academic year (fall and winter semesters) to attend programming and meetings.

Additional responsibilities based on each position.



Warrior Traditions Coordinators

Warrior Traditions committee purpose statement: Coordinate the Campus Activities Team's large-scale programs that have become WSU traditions. These programs are the Campus Activities Team's annual programs, which include: CAT Week, the Block Party, Late Night Breakfast, Winter Welcome Back and CAT Comedy shows.

Coordinator of CAT Week

1. Assist the Vice President in coordinating the Campus Activities Team's week (CAT Week) of programming that traditionally occurs the week of Labor Day and the first or second week of winter semester; these programs typically occur Monday (not required), Tuesday, Wednesday, Thursday (typically Thursday in the D), and Friday (Block Party)
2. Assist the Vice President in coordinating the Block Party and Winter Welcome back that traditionally occurs the Friday of CAT Week
3. Assist the Vice President in coordinating the Campus Activities Team's winter comedy show
4. Attend and be engaged at all CAT week programs and the winter comedy show
5. Assist the Vice President in communicating with the Marketing Committee for CAT Week and the winter comedy show marketing efforts
6. Assist the Vice President in organizing general members to volunteer at CAT Week programs and the winter comedy show
7. Assist the Vice President with completing any necessary forms, processes and documents for CAT Week programs and the winter comedy show

Coordinator of Finals Week Programming

1. Assist the Vice President in coordinating the Campus Activities Team's finals week programs, including an activity for the Study Center and Late Night Breakfast (both fall and winter semester)
2. Assist the Vice President in coordinating the Campus Activities Team's fall comedy show
3. Attend and be engaged at all finals week programs and the fall comedy show
4. Assist the Vice President in communicating with the Marketing Committee for finals week programming and the fall comedy show marketing efforts
5. Assist the Vice President in organizing general members to volunteer at finals week programs and the fall comedy show
6. Assist the Vice President with completing any necessary forms, processes and documents for finals week programs and the fall comedy show



Warrior E Coordinators

Warrior E committee purpose statement: Coordinate a diverse array of programs that engage and entertain WSU students. These weeknight programs include trivia nights, arts and crafts, bingo, and tournaments.

Coordinator of Entertainment (2 positions open)

1. Assist the Vice President in coordinating entertainment programs for weeknight programming efforts, this may include trivia nights, bingo, euchre tournaments, escape rooms, video game tournaments, movie nights etc. (2 programs per month)
2. Attend and be engaged at all programs you coordinate
3. Assist the Vice President in communicating with the Marketing Committee for the programs you coordinate
4. Assist the Vice President in organizing general members to volunteer at the programs you coordinate
5. Assist the Vice President with completing any necessary forms, processes and documents for the programs you coordinate

Coordinator of Engagement (2 positions open)

1. Assist the Vice President in coordinating the Campus Activities Team engaging, hands-on programs, this may include, Pinterest night, coffee and canvas, bracelet making, etc. (2 programs per month)
2. Attend and be engaged at all programs you coordinate
3. Assist the Vice President in communicating with the Marketing Committee for the programs you coordinate
4. Assist the Vice President in organizing general members to volunteer at the programs you coordinate
5. Assist the Vice President with completing any necessary forms, processes, and documents for the programs you coordinate



313MI Coordinators

313MI committee purpose statement: Coordinate Thursdays in the D and Weekend in the Mitten programming. Thursdays in the D are Thursday night programs focused on integrating and exposing our students to the city of Detroit. Weekend in the Mitten programs are intended to provide WSU students an opportunity to explore the greater state of Michigan.

Coordinator of Thursdays in the D

1. Assist the Vice President in coordinating bi-weekly Thursday night programming in the Detroit area
2. Attend and be engaged at all Thursdays in the D programs, this includes but is not limited to:
 - a. Creating a welcoming space for students
 - b. Using the Corq and check-in application to check students in
 - c. Act in a professional manner and serve as a “host” to students involved in the trip
(i.e. answer questions, find out information, etc.)
 - d. Communicate with the Vice President, bus driver, and vendors thoroughly
3. Assist the Vice President in communicating with the Marketing Committee for Thursday in the D programs
4. Assist the Vice President in organizing general members to volunteer at Thursday in the D programs
5. Assist the Vice President with completing any necessary forms, processes and documents for trivia and tournament programs

Coordinator of Weekends in the Mitten

1. Assist the Vice President in coordinating Weekends in the Mitten program, programming that provides students the opportunity to explore the greater state of Michigan
2. Attend and be engaged at all Weekends in the Mitten programming, this includes but is not limited to:
 - a. Creating a welcoming space for students
 - b. Using the Corq and check-in application to check students in
 - c. Act in a professional manner and serve as a “host” to students involved in the trip
(i.e. answer questions, find out information, etc.)
 - d. Communicate with the Vice President, bus driver, and vendors thoroughly
3. Assist the Vice President in communicating with the Marketing Committee for Weekends in the Mitten program marketing efforts
4. Assist the Vice President in organizing general members to volunteer at Weekends in the Mitten programming
5. Assist the Vice President with completing any necessary forms, processes, and documents for Weekends in the Mitten programs



Recruitment and Retention Coordinators

Recruitment and retention committee purpose statement: Recruit and retain a diverse array of WSU students to become general members of the different CAT committees. Educate members on different skills including program planning, leadership development, communicating effectively, and other topics of interest.

Coordinator of Recruitment

1. Assist the Vice President in recruiting a diverse of students to join CAT with endeavors including but not limited to: open houses, two recruitment events per semester, recruitment tables, advertisements, emails and outreach
2. Attend and be engaged at all recruitment programs
3. Assist the Vice President in maintaining a system for current WSU students to become involved in the Campus Activities Team and place interested students on a committee
4. Assist the Vice President in communicating with the Marketing Committee for recruitment programs
5. Assist the Vice President in organizing general members to volunteer at recruitment programs
6. Assist the Vice President with completing any necessary forms, processes, and documents for recruitment programs

Coordinator of Retention

1. Assist the Vice President in retaining current CAT members and providing professional development and team building opportunities
2. Assist the Vice President in coordinating the end of the year banquet
3. Attend and be engaged at all retention and recruitment programs
4. Assist the Vice President in organizing general members to volunteer at retention programs
5. Assist the Vice President in overseeing the compilation of member data and volunteer hours
6. Assist the Vice President in assessing program participant's experience, as well as rewarding survey respondents
7. Assist the Vice President with completing any necessary forms, processes, and documents for retention programs



Design and Advertising Coordinators

Design and Advertising committee purpose statement: Responsible for promoting and marketing all CAT related programming via social media, flyers, email, and other multimedia sources. Also responsible for maintaining and promoting the CAT brand.

Coordinator of Design and Relations

1. Assist the Vice President in ensuring that each Campus Activities Team program Appears on social media outlets such as Facebook, Instagram, Twitter, Snapchat and any other platforms
2. Assist the Vice President in coordinating Meow Mondays (a pop-up program)
3. Attend and be engaged at all marketing programs
4. Assist the Vice President in maintaining the Campus Activities Team social media outlets – Facebook, Twitter, Instagram, Snapchat, and any other platforms - this includes posting photos and videos of programs at or after the program, as well as engaging with followers
5. Assist the Vice President in coordinating any promotional items for CAT
6. Assist the Vice President in coordinating and posting flyers about CAT programming
7. Assist the Vice President in organizing general members to volunteer at marketing programs
8. Assist the Vice President with completing any necessary forms, processes, and documents for marketing programs