



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.

Executive Team Position Descriptions

2023-24

Responsibilities, duties, and requirements for All Executive Team Members:

1. Attend all weekly general body meetings
2. Attend all weekly executive team meetings
3. Meet weekly with the CAT advisor
4. Model the Campus Activities Team's value of inclusion in execution of your role
5. Consistently attend CAT programs and support the CAT philosophy and team
6. Be present and engaged at all programs hosted by your committee
7. Maintain program records and a committee calendar
8. Maintain and assist with recruiting committee coordinators and general members
9. Serve as support for other executive team members
10. Assist with additional large-scale programs (ex. CAT Week, the Block Party, Late Night Breakfast, FestiFall, Student Organization Day, WinterFest, etc.)
11. Abide by marketing deadlines set by the VP of Design and Advertising
12. Communicate with the CAT advisor throughout the summer and coordinate program logistics for the fall
13. Develop, implement and execute programming, completing the necessary processes, for your committee with the assistance of your committee coordinators and general members
14. Collaborate with other Campus Activities Team leaders and members to select dates and programs
15. Other responsibilities as designated by your position description (see below) and the Campus Activities Team President and/or advisor
16. 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.



Vice President of Warrior Traditions Compensation: \$2,250 per semester (fall and winter only)

1. Coordinate the Campus Activities Team's annual programs, including CAT Weeks, the Block Party, Late Night Breakfast, Winter Welcome Back and Comedy Shows in collaboration with each Coordinator
2. Program an additional traditions-style program in either Fall or Spring
3. Maintain constant communication with the Warrior Traditions Coordinators, as well as general members of the Warrior Tradition's committee
4. Correspond with the Design and Advertising Committee for program marketing efforts
5. Organize general members to volunteer at Warrior Traditions programs
6. Oversee and mentor the following positions:
 - a. Coordinator of CAT Week
 - b. Coordinator of Finals Week Programming
7. Manage the Warrior Traditions committee budget
8. Communicate with vendors to determine cost of potential services, then forward information on to the Campus Activities Team advisor if desiring vendor's services
9. Part-time remote employment preferred for the summer months

The position of a Vice President requires on average 15 hours per week in accomplishing their prescribed duties. One hour for the weekly general body meeting, one hour for the weekly executive team meeting, one hour for 1:1s, approximately six hours of evening/weekend responsibilities, and six hours as regularly scheduled office hours.



Vice President of Recruitment and Retention Compensation: \$2,250 per semester (fall and winter only)

1. Send weekly email to membership to encourage participation in committee and programs
2. Create and execute a recruitment plan for coordinator positions and general members 3.
 - Oversee and mentor the following positions:
 - a. Coordinator of Recruitment
 - b. Coordinator of Retention
4. Maintain constant communication with the Coordinator of Recruitment and Coordinator of Retention, as well as general members of the Recruitment and Retention committee
5. Recruit a diverse group of students to join the Campus Activities Team with endeavors including but not limited to: open houses, two recruitment events per semester, recruitment tables, advertisements, emails and outreach
6. Collaborate with the design and advertising team to promote the Campus Activities Team brand
7. Maintain a system for current WSU students to become involved in the Campus Activities Team and place interested students on a committee
8. Plan and execute an end of the year banquet in collaboration with the Coordinator of Retention
9. Engage Campus Activities Team members in professional development and team building opportunities at general body meetings
10. Organize general members to volunteer at Recruitment and Retention programs
11. Plan any additional social activities for Campus Activities Team members
12. Oversee the compilation of member data and volunteer hours in collaboration with the Coordinator of Retention
13. Assess the experience of Campus Activities Team members and leaders and analyze this data
14. Manage the Recruitment and Retention committee budget
15. Part-time remote employment preferred for the summer months

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Vice President of 313MI Compensation: \$2,250 per semester (fall and winter only)

1. Coordinate Thursday night and weekend programming for the Wayne State University student body
2. Coordinate bi-weekly Thursday night programming in the Detroit area in collaboration with the Coordinator of Thursday's in the D
3. Coordinate bi-weekly weekend programming in the Metro Detroit and greater Michigan area in collaboration with the Coordinator of Weekends in the Mitten
4. Correspond with the Design and Advertising Committee for program marketing efforts
5. Organize general members to volunteer at 313MI programs
6. Coordinate and communicate with volunteers prior to and during programs
7. Coordinate shuttles for off-campus programming
8. Coordinate ticket information for programs
9. Record participation at programs through the check-in and Corq application
10. Communicate with vendors to determine cost of potential services, then forward information on to the Campus Activities Team advisor if desiring vendor's services
11. Oversee and mentor the following positions:
 - a. Coordinator of Thursday's in the D
 - b. Coordinator of Weekends in the Mitten
12. Maintain constant communication with the 313MI Coordinators of Thursday's in the D and Weekends in the Mitten, as well as general members of the 313MI committee
13. Assess the experience of program attendees and analyze this data
14. Manage the 313MI committee budget
15. Part-time remote employment preferred for the summer months

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Vice President of Warrior E Compensation: \$2,250 per semester (fall and winter only)

1. Coordinate the Campus Activities Team's weeknight programming, including, but not limited to, trivia nights, arts and craft programming, and bingo, in collaboration with each Warrior E Coordinator
2. Ensure that there is at least two Warrior E programs a week
3. Maintain constant communication with the Warrior E Coordinators, as well as general members of the Warrior E committee
4. Correspond with the Design and Advertising Committee for program marketing efforts
5. Organize general members to volunteer at Warrior E's programs
6. Oversee and mentor the following positions:
 - a. Coordinator of Engagement (2 positions)
 - b. Coordinator of Entertainment (2 positions)
7. Manage the Warrior E committee budget
8. Communicate with vendors to determine cost of potential services, then forward information on to the Campus Activities Team advisor if desiring vendor's services
9. Assess the experience of program attendees and analyze this data
10. Part-time remote employment preferred for the summer months

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Vice President of Design and Advertising Compensation: \$2,250 per semester (fall and winter only)

1. Manage all marketing, design, and advertising efforts for the Campus Activities Team
2. Promote the Campus Activities Team as a whole through tabling, giveaways, pop-up programs, etc.
3. Ensure that there is at least one marketing program a month
4. Coordinate at least two Meow Mondays (a pop-up program) a month
5. Ensure that each Campus Activities Team program appears on social media outlets such as Facebook and Instagram stories
6. Ensure that each Campus Activities Team program is thoroughly marketed on social media, through flyering, and any other marketing outlets
7. Maintain 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
8. Maintain a process for the other committees to request design and advertising services
9. Maintain constant communication with the Coordinator of Design and Relations, as well as general members of the Design and Advertising committee
10. Maintain a relationship with the Dean of Students Office marketing coordinator and student staff
11. Correspond with the Design and Advertising Committee for program marketing efforts
12. Organize general members to volunteer at Design and Advertising programs
13. Oversee and mentor the following positions:
 - a. Coordinator of Design and Relations
14. Manage the Design and Advertising committee budget
15. Communicate with vendors to determine cost of potential services, then forward information on to the Campus Activities Team advisor if desiring vendor's services
16. Assess the program attendee's perception of the Campus Activities Team's marketing efforts and analyze this data
17. Part-time remote employment preferred for the summer months

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