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

2019-2020

Responsibilities, duties, and requirements for all coordinator positions

Compensation: $500 per semester (fall and winter only) via activity award

1. Attend all weekly general body meetings
2. Meet with your respective Vice President as necessary
3. Maintain constant communication with your respective Vice President
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 most programs hosted by your committee
7. Maintain program records related to programs you assist in planning
8. Serve as support for your Vice President
9. Assist with additional large-scale programs (ex. CAT Week, the Block Party, Late Night Breakfast, Festifall, Student Organization Day, Winterfest, etc.)
10. Market and promote your programs using multiple media sources (i.e. posters, Facebook, hotcards, etc.)
11. Abide by marketing deadlines
12. Communicate with the CAT advisor 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 day: April 18, 5-8 p.m.

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 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 that traditionally occurs the Friday of CAT Week
3. Attend and be engaged at all CAT week programs
4. Assist the Vice President in communicating with the Marketing Committee for CAT Week marketing efforts
5. Assist the Vice President in organizing general members to volunteer at CAT Week programs
6. Assist the Vice President with completing any necessary forms, processes and documents for CAT Week programs

**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. Attend and be engaged at all finals week programs
3. Assist the Vice President in communicating with the Marketing Committee for finals week programming marketing efforts
4. Assist the Vice President in organizing general members to volunteer at finals week programs
5. Assist the Vice President with completing any necessary forms, processes and documents for finals week programs

**Coordinator of CAT Comedy**

1. Assist the Vice President in coordinating the Campus Activities Team’s comedy shows, one per semester (fall and winter)
2. Attend and be engaged at all CAT comedy shows
3. Assist the Vice President in communicating with the Marketing Committee for CAT Comedy program marketing efforts
4. Assist the Vice President in organizing general members to volunteer at CAT Comedy programs
5. Assist the Vice President with completing any necessary forms, processes and documents for CAT Comedy Program

**Warrior E Coordinators**

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

**Coordinator of Trivia and Tournaments**
1. Assist the Vice President in coordinating trivia and tournament style programs for weeknight programming efforts, this may include trivia nights, bingo, euchre tournaments, video game tournaments, etc.
2. Attend and be engaged at all trivia and tournaments programs
3. Assist the Vice President in communicating with the Marketing Committee for trivia and tournament programs
4. Assist the Vice President in organizing general members to volunteer at trivia and tournament programs
5. Assist the Vice President with completing any necessary forms, processes and documents for trivia and tournament programs

**Coordinator of Educational Programming**
1. Assist the Vice President in coordinating educational style programs for weeknight programming efforts, this may include current event panels, dinner with a professor, nutritional speakers, etc.
2. Attend and be engaged at all educational programming
3. Assist the Vice President in communicating with the Marketing Committee for educational programming marketing efforts
4. Assist the Vice President in organizing general members to volunteer at educational programming
5. Assist the Vice President with completing any necessary forms, processes and documents for educational programming

**Coordinator of Arts and Crafts**
1. Assist the Vice President in coordinating the Campus Activities Team arts and craft style programs, this may include, Pinterest night, coffee and canvas, bracelet making, etc.
2. Attend and be engaged at all arts and crafts programs
3. Assist the Vice President in communicating with the Marketing Committee for arts and craft programming marketing efforts
4. Assist the Vice President in organizing general members to volunteer at arts and craft programming
5. Assist the Vice President with completing any necessary forms, processes and documents for arts and crafts programming
Coordinator of Cinema

1. Assist the Vice President in coordinating the Campus Activities Team special cinema programs, this may include themed film nights, new releases, etc.
2. Attend and be engaged at all cinema programs
3. Assist the Vice President in communicating with the Marketing Committee for cinema programming marketing efforts
4. Assist the Vice President in organizing general members to volunteer at cinema programs
5. Assist the Vice President with completing any necessary forms, processes and documents for cinema programming
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
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
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 with completing any necessary forms, processes and documents for retention programs
Marketing Coordinators

Marketing 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 Digital Media
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. Attend and be engaged at all marketing programs
3. 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
4. Assist the Vice President in organizing general members to volunteer at marketing programs
5. Assist the Vice President with completing any necessary forms, processes and documents for marketing programs

Coordinator of Print Promotions
1. Assist the Vice President in ensuring the Campus Activities Team brand is upheld and all programs are well marketed
2. Attend and be engaged at all marketing programs
3. Assist the Vice President in coordinating any promotional items for CAT
4. Assist the Vice President in coordinating and posting flyers about CAT programming
5. Assist the Vice President in organizing general members to volunteer at marketing programs
6. Assist the Vice President with completing any necessary forms, processes and documents for marketing programs