

Department of Student Life
General Fee Organization/Student Leader Position Description

Organization Name: Campus Activities Board (CAB)
Position Title: Pride & Spirit
Supervisor: CAB Advisor(s) (Primary), Graduate Assistants (Secondary)
Scholarship Amount: \$2000 each semester (Fall & Spring)
Hours per Week: 10

Description: The role of the Pride & Spirit Chair is to plan various events to promote and encourage CSU/Cleveland pride that enhances the educational experience. This chair is responsible for engaging students with CSU spirit at events on a recurring basis. This chair is also responsible for leading a Spirit Week, which will be a weeklong celebration of CSU pride.

Qualifications:

1. Enrolled in at least 12 credit hours (undergraduates) or 8 credit hours (graduate and law students) during the fall and spring semesters.
2. Maintain a cumulative and semester GPA of 2.5 or better (undergraduate and law students) or 3.0 or better (graduate) during tenure of leadership position.
3. Ability to begin position in April 2023 and continue through May 2024.

Leadership and University Requirements:

1. Comply with all rules, regulations, policies, and procedures of the Department of Student Life and Cleveland State University, as they relate to the position and to the operation of the organization.

Basic Duties:

1. Coordinate a minimum of 3 events during fall semester (with Spirit Week accounting for no more than two) and 3 events during spring semester.
2. Serve as the main coordinator of Spirit Week. The goal of this week should be to create engaging events for the entire student body.
3. Program and collaborate with departments such as Athletics and/or Student Alumni Association to enhance events. Collaborations and events must be diverse in what types of spirit/pride without favoring either party.
4. Be responsible for assessing the needs/wants of CSU students in regards to program planning.
5. Develop or enhance relationships with appropriate University departments and community organizations.
6. Supervise and train pride & spirit assistant chair. Coordinate at least two hours per week to work together.
7. Be responsible for the distribution of marketing materials for all events.
8. Attend and participate in CAB executive board meetings weekly.
9. Complete event binder on VikesConnect for all Pride & Spirit events. Ensure the binder checklist is completed within two weeks of the event and includes an event report.
10. Be responsible for setup, cleanup, and all related action required before & during events.
11. Serve as host/hostess to visiting entertainers for committee or designated events
12. Administer surveys and calculate results for all Pride & Spirit events.
13. Support all operations of CAB, including day-of-event activities, as assigned by CAB President.
14. Serve as CAB liaison/ambassador to CSU student body; keep members of the student body informed about CAB events and membership and/or volunteer opportunities.
15. Keep the President informed; meet on a regular basis.
16. Attend/staff CAB events unless academic commitments conflict.
17. Adhere to a minimum of 10 scheduled office hours per week with 75% of these being between 9am-5pm.
18. Assist with CAB recruitment for the upcoming academic year.
19. Abide by CAB Constitution; other duties not specified in this description may need to be fulfilled per the CAB Constitution or to successfully uphold the mission and goals of the organization.

*All student positions within organizations under the jurisdiction of the Department of Student Life come under the general supervision of and are accountable to the Dean of Student Life or designee.

Understanding and Agreement:

I have read the above position description and agree to carry out the duties of my position to the best of my ability within the limits inherent in the position description. I understand that remaining in my position also depends upon being enrolled in the required credit hours per semester (except summer) maintaining a cumulative and semester GPA of 2.5 or better (undergraduate and law students) or 3.0 or better (graduate) and participating in the Leadership program.

Print Name _____

Signature _____

Date: _____