



Southern Illinois University Edwardsville | Kimmel Student Involvement Center

Title of Position:	Graduate Adviser for Campus Activities Board
Contact:	Andrea Keller Associate Director of the Kimmel Student Involvement Center andkell@siue.edu
Number of Positions available:	2
Contract Length:	One semester contract with option to renew
Average Number of Hours per Week:	20
Position Requirements:	May require work on weekends and evenings
Salary:	\$1,000 per month

Position Description:

- Directly advise at least one but not more than three Campus Activities Board programming chairpersons
- Meet weekly with advisee(s) to plan upcoming programs, discuss program logistics, etc.
- Work with advisee(s) to prepare contract information sheets, space and technical set up form, event budgets, ticket-selling requests, etc. for each program in a timely manner
- Advise advisee(s) on group development of their committees
- Engage advisee(s) in strategic and long-term planning for their events
- Be responsible for filing, organizing, and recording important documentation and correspondence for each program
- Attend each advisee's program or ensure that another adviser is available and on site for emergencies
- Work with advisee(s) to plan and coordinate travel, lodging, and hospitality for performers
- Work with advisee(s) to plan and coordinate marketing and advertising efforts
- Be responsible for securing prizes, materials, catering, decorations, etc. utilizing a university procurement card (p-card)
- Attend and collaborate with existing university-wide committees as needed to develop and implement campus programming
- Develop collaborative relationships with campus departments, community resources, and entertainment agencies
- Serve as a resource to all CAB members for programming needs
- Serve as co-adviser to one Campus Tradition per year
- Volunteer for other CAB and campus-wide programs as needed
- Perform other duties as assigned

Required Qualifications:

1. Have a strong understanding, knowledge of university policies and procedures regarding contracts, reservations, etc
2. Have a strong understanding of program planning and implementation
3. Exhibit ability to multi-task
4. Exhibit strong organizational skills
5. Exhibit strong attention to detail
6. Exhibit interest in enhancing campus life at SIUE
7. Exhibit interest in student organization development and student leadership development
8. Build strong collaborative relationships with a variety of campus and community resources
9. Be available for evening and weekend activities.