



Campus Activity Board Student Team Lead Job Description

Department: Student Experience Office, Campus Activity Board

Term of Position: August 30, 2023 to April 30, 2024

Pay Rate: \$17/hour at 5-7 hours a week

What is the Campus Activity Board?

The Student Experience Office (SEO) provides students with transition support and engaging programming opportunities that complement the academic experience and foster a sense of belonging and community. The Campus Activity Board (CAB) operates and is advised under the Student Experience Office, and the organization is led by students who facilitate the ideation, planning, promotion, execution, and evaluation of a diverse range of student-centered events and activities.

The Campus Activity Board is comprised of a Student Team Lead and three coordinators: Volunteer Engagement, Arts and Wellness Programs and Ravens Traditions and Classic Programs. The Student Team Lead and Volunteer Coordinators are responsible for directing the overall functions of the Campus Activity Board with guidance from the professional staff Student Engagement and Orientation Coordinator.

Eligibility Requirements

To be eligible for this position, candidates must be:

- Enrolled as a student at Carleton for the upcoming 2023-2024 academic year;
- In good academic standing or eligible to continue as defined in the Carleton University undergraduate calendar
- Knowledge of the University, its administrative processes, and the various services that are offered to students;
- Excellent communication, interpersonal and group process skills;
- Ability to work independently and take initiative;
- Strong problem solver and have the ability to work well under pressure;
- Sensitive to the needs of all new Carleton University students;
- Professional, and have a strong understanding of customer service and public relations;
- Able to act as an ambassador for Carleton University, promoting positive values and leaving a positive impression with all participants;
- Demonstrating a desire to contribute positively to the student experience at Carleton University through past volunteer experience and campus involvement;

- Have experience with or interest in event planning, communications, and volunteer engagement;
- Act as an exemplary role model and leader for the Campus Activity Board executive team, providing ongoing support and training where needed;
- Acting in a volunteer role on campus for a minimum of one semester is required. Peer leadership experience is an asset.

Core Responsibilities

- Coordinating all responsibilities within the team;
- Explores feasibility of potential new activities in consideration of CAB's priorities and budget;
- Researches information relevant to specific events;
- Work with student groups and campus partners on a regular basis to carry out activities for the student-community;
- Develops event timelines, budget plans;
- Coordinate necessary event elements including technical support, venue booking, catering, tables, chairs, etc.; and
- Other duties as necessary.

Portfolio Responsibilities

- Responsible for all programming carried out by the Campus Activity Board
- Ensures that all Volunteer Student Coordinators have the resources they need to carry out their duties;
- Develops event timelines and critical paths;
- Chair bi-weekly Executive meetings for Student Volunteer Coordinators;
- Chair monthly one on one meetings with Volunteer Student Coordinators;
- Represent CAB at meetings where a representative of CAB is required or requested;
- Serve as a resource for students and campus clubs looking for event planning assistance and support; and
- Submit all risk management forms monthly for all CAB events;
- Review, provide feedback and approve all monthly events, in consultation with the Student Engagement and Orientation Coordinator
- Other duties as necessary.

Applications are submitted online at www.carleton.ca/seo/cab

You will need an updated Resume, Cover letter, and your Co-Curricular Record (if available).

Applications are due Thursday, March 23rd, at noon.

Interviews for successful candidates will be held March 29-31, 2023.

If you have any questions about the Campus Activity Board recruitment process, please e-mail
cab@carleton.ca