



## **CAB Director Positions**

### **What is CAB?**

The Campus Activities Board is a student organization that has programmed events for WU students to enjoy since 1952. CAB provides well-rounded social, educational, cultural, and recreational activities for all Washburn students, faculty, administration, alumni, and the Topeka community.

### **What are the benefits of being involved in CAB?**

CAB is focused on adding to the college experience of all Washburn students. Involvement also provides the opportunity to develop a number of professional leadership and life skills. From creating promotion material to pitching a programming idea and executing it through the end, all these skills can be applied outside of CAB in the community, workplace, or your daily life.

### **What are the qualifications to be a CAB Director?**

- Candidate must be an undergraduate student enrolled in at least 12 credit hours at Washburn University;
- Candidate must be in good academic standing with the university and must have and maintain a cumulative GPA of 2.5 and a semester GPA of 2.5 while in office;
- The candidate for Greek Life director must be a member in good standing with a fraternal organization at Washburn University, with the approval of the fraternity and sorority community;
- Demonstrate skills in developing and implementing programs for CAB or other student organization, internships, etc.;
- Strong communication skills- both written and verbal
- Strong organization skills;
- Ability to work 10 office hours per week including attending all events
- Ability to attend weekly CAB director meetings

### **What are the responsibilities of being a CAB Director?**

- Be the single point of contact for tracking your events activities
- Provide clear and accurate communications between CAB directors, committee members, advisors, entertainers, agencies, vendors, Washburn facility coordinators, the Washburn Student Government Association, fraternity and sorority community, and the Washburn student body;
- Assist programming directors in the design, planning, execution and communication of CAB sponsored events and projects in a timely, efficient and highly flawless manner;
- Attend **all** Campus Activities Board events, including programs organized by other directors
- Continuously strive to improve, streamline, and optimize the production of CAB sponsored events, projects, and operations.

### **How is a Director selected?**

Directors are selected through an application and interview process.

- Applications are available in the Office of Student Involvement & Development, which is located in the lower level of the Memorial Union. Application can also be obtained through e-mail or by writing to [jessica.barraclough@washburn.edu](mailto:jessica.barraclough@washburn.edu)



### Application for CAB Director

Name: \_\_\_\_\_ WU ID: \_\_\_\_\_

Local Address: \_\_\_\_\_

Major/Minor: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Last Semester's GPA: \_\_\_\_\_

Preferred E-Mail: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_

Classification (circle one): Freshman Sophomore Junior Senior Grad Student

Position Desired (Please rank 1-5, 1 being most desired)

\_\_\_ **Organization Manager** – Is responsible for recruitment and training for CAB Crew. This position requires some summer hours in conjunction with New Student Orientation. This position also handles office management in conjunction with campus advisors. Is also responsible for partnering with the campus community and student organizations to support student programming on campus. This position is responsible for partnering with athletic, music, theater, and art departments, and other campus events. This position is also responsible for community events (i.e. WU Egg Hunt)

\_\_\_ **Program Directors (4) – Program Director will work as a team to develop, plan, and evaluate the follow student engagement opportunities.**

- **Lecture & Wellness** – This includes diverse speakers, programs and events to campus in an effort to expand the horizons of the Washburn community and support an initiative of healthy living for the student body.
- **Live Music & Special Events** – This includes a variety of musical talent to Washburn University. This position is also responsible for partnering with other student organizations for large scale events like Coffee House Music and Major Events.
- **Variety and Entertainment** – This includes a variety of performers to campus which includes: comedians, hypnotists, novelty acts, movies, illusionists, interactive entertainment, and bowling nights.

\_\_\_ **Marketing** – Assists directors with marketing and promotion of CAB events

\_\_\_ **Marketing Technology** – Assists directors with the handling of marketing and promotion for CAB events and the organization. Supports all online marketing including website updates, Facebook, Twitter, CAB Blog, etc.



Please answer the following questions on a separate sheet of paper (answers must be submitted typed and single-spaced).

1. Why are you interested in being on CAB?
2. How would your friends and co-workers describe you?
3. Why should you be selected as a CAB member about other qualified applicants?
4. What does leadership mean to you?
5. How can CAB use programming to create a more inclusive campus?
6. What other commitments do you have during the school year that could affect or enhance your ability to be a part of a successful CAB team?
7. Please included your resume and one letter of recommendation from a faculty or supervisor.

**Submit this application, the responses to the above questions, and a current resume to the Office of Student Involvement & Development no later April 15<sup>th</sup> by 5:00pm to be considered for the position.**

#### **STATEMENT OF RESPONSIBILITY FOR DIRECTORS**

Please initial the following statements signifying your agreement and commitment:

1. I will be enrolled as a Washburn student for the entire 2019-2020 school year. \_\_\_\_\_ (Initials)
2. My academic schedule will allow me to attend weekly meetings throughout the school year. \_\_\_\_\_ (Initials)
3. As director, I understand that I am expected to work in the Campus Activities Board office at least 8-10 hours per week. I understand that my attendance will be monitored. \_\_\_\_\_ (Initials)
4. I will attend all meetings, trainings, and retreat or related activities as scheduled by the CAB Executive Board. \_\_\_\_\_ (Initials)
5. I will allow Student Involvement & Development to verify my academic record as a part of my application process. \_\_\_\_ (Initials)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_