Juilliard

Campus Activities Board Member

General Description

The Campus Activities Board (CAB) functions as a student-run programming board with advisement from the Office of Student Affairs. CAB works collaboratively to develop and plan programming to enhance student life for the Juilliard community. Through social and educational programs, outings, and larger campus traditions, CAB works to increase community on campus. CAB is responsible for planning both small and large campus-wide events throughout the year.

Primary Responsibilities

- Plan, research, design, and implement at least one Foundations program and one community development program (within an assigned theme) each semester.
- Work with CAB members to create and implement at least 2 large events each semester, one during the semester and one during Stress Less/Chill Out Weeks.
- Complete all necessary paperwork for activities and programs, such as Program Proposal Form, Post-Event Assessment, and budget management forms.
- Engage students at all events when hosting or attending programs.
- Assist with hosting and facilitating programming initiatives from the Office of Student Affairs.
- Participate in the development of the selection process of Junior CAB members for the spring semester.
- Attend bi-weekly meetings, 2-day fall training, and 1-day winter training.
- Schedule and attend regular check-in meetings with supervisors.
- Perform other duties and projects as developed and assigned by the Office of Student Affairs.

Time Commitment

- Fall training to be held in early September 2020 (dates to be determined)
- Winter training to be held in January 2020 (dates to be determined)
- Range of 2 - 8 hours per week for fall and spring semesters
- Bi-weekly meetings and 3 one-on-one meetings with supervisors each semester

Qualifications

- Full-time enrolled College Division student in good academic and disciplinary standing.
- Desire and enthusiasm to organize and plan events for all students.
- Strong organizational and time management skills.
- Ability to work collaboratively with others.
- General knowledge about student services at Juilliard.

Remuneration

$14 per hour, up to $1000 per year