

William Paterson University

Office of Campus Activities, Service & Leadership

Campus Activities Manager (CAM's) Job Description

Campus Activities Managers (CAMs) are representatives of the Office of Campus Life and the Office of Campus Activities, Service & Leadership at campus events, club functions, and other Campus Activities initiatives. CAM's are expected to strive to accomplish the primary objectives of the Office of Campus Activities and the Student Government Association in upholding SGA and CASL policies, best practices in event management, attendance tracking, and appropriate assessment of the event.

CAM Responsibilities

- Represent the Office of Campus Activities, Service & Leadership at various student and campus events
- Evening and weekend hours will be required
- CAM's will work 10-15 hours per week and will be responsible for the following time commitments:
 - Weekly meetings with supervisor to assign event attendance and review objectives
 - Attend weekly/bi-weekly individual meetings with immediate supervisor to discuss job-related concerns and issues
 - Submission of reports after event has commenced
 - Attendance tracking and upload to Pioneer Life
 - Incident reports as needed
 - Assessment materials (surveys and the like)
 - Any signed vendor contracts from the event
 - Advertising efforts prior to specific events
 - Other duties as assigned
- Attend CAM training at the beginning of each semester. Additional trainings may be assigned
- Wear staff shirt and nametag to each assigned event
- Respond to issues as they arise at the event and follow-up with supervisor
- Work with Media Services to ensure presentation equipment is set-up and ready for presentation
- Work with University Police to sign timesheets, request their support in various areas of an event
- Work with Sodexo and Hospitality Services for proper food set-up
- Work with Facilities to make sure rooms are set according to presentation requirements
- Work with the SGA Financial Advisor to distribute vendor checks and have contracts signed as needed
- Provide Customer Service for student leaders who may have questions about policy and event needs
- Respond to last minute requests from customers regarding events
- Assist in event set-up and break down and make sure vendors know how to access the loading dock and egress areas
- Maintain contact with professional staff as needed during night and weekend events
- Photograph event for CASL office social media and yearbook efforts
- Other duties as assigned

Term of Contract

- CAM's will be hired for a full academic year and must reapply for any additional employment opportunities
- CAMs must immediately notify the Assistant Director/Supervisor of any conditions or decisions that will impact the CAMs employment
- Any violation of campus, local, state, or federal law will result in immediate termination of employment
- As representatives of the Office of Campus Activities, Service & Leadership, CAM's are to uphold professionalism in all personal and electronic interactions; failure to adhere to these expectations may result in the removal from the position
- Please note that any violation of these Conditions of Employment may result in termination of employment

Qualifications of the Position

- Must be a full-time matriculated student at William Paterson University
- Must be able to work for a full academic year
- Must be at least Sophomore standing at the time of employment
- Must have and maintain an overall 2.75 cumulative GPA
- Must be available on some nights and weekends
- Must be available to attend meetings during the week as needed
- Must be in good disciplinary standing with the University
- Previous involvement in Student Organization activities or leadership position desired

Preferred Experience

- Previous managerial and / or supervisory experience
- Excellent customer service/communication Skills
- Ability to work well with a diverse public
- Ability to work in a fast-paced environment and handle frequent interruptions and/or task changes

Compensation

- Hourly rate of \$10 per hour
- Staff shirt and other CASL swag
- Event related apparel and give-a-ways

Selection Timeline:

- Completed application and list two (2) on campus staff or faculty that we can contact for a reference via the phone
- Recommendation Forms due by set deadline
- Please note: Candidates who do not meet the minimum qualifications, and/or those who do not have complete application packages will be notified via e-mail of their ineligibility to continue in the selection process

Selection notifications Timeline:

Please contact Tristan A. Tosh, Assistant Director of Campus Activities, Service & Leadership at 973-720-2519 or via e-mail at tosht@wpunj.edu with questions concerning the Campus Activities Manager application and selection process. A complete CAM Application will consist of the following items:

- Completed Application form (see below)
- Two (2) on campus faculty or staff members contact information for a reference. Please only provide the names of individuals who would be able to best comment on your abilities as a potential Campus Activities Manager. Please note that current Student Activities staff, family, friends, and WPU students are not eligible to provide references



William Paterson University
 Office of Campus Activities, Service & Leadership
Campus Activities Manager (CAM)
Position Application

Personal Information

Full Name _____ 855# _____
 WP email _____
 Campus Address _____
 Home Address _____
 City _____ State _____ ZipCode _____
 Cell Phone # _____ Home Phone # _____
 T-shirt size (S, M, L, XL, 2xl, 3xl) _____ Are you work study eligible? _____

Campus Information

Major _____ Minor _____
 Projected Graduation _____ Total credit hours completed _____
 Current GPA _____ Cumulative GPA (must have a 2.75 or higher) _____

Involvement and Leadership

List, *in order of importance to you*, your college co-curricular activities:

COLLEGE ACTIVITIES OR OTHER		
ORGANIZATION	POSITIONS/OFFICES HELD	YEARS INVOLVED (1 st , 2 nd , 3 rd , 4 th year)
1.		
2.		
3.		
4.		

Thoughts and Opinions

Answer the following questions **and attach your typed responses to this application form:**

1. Briefly describe one experience you've had at WP that you feel has best prepared you to be a CAM; explain why/how this experience prepared you.
2. What are your future career goals, and how will the CAM position directly contribute to them?
3. What is the best event you attended on campus and what made it so great?
4. What customer service experience do you have?
5. How would you address a friend that is not acting appropriately at an on campus event?
6. What experience do you have working with officials from the campus community?

Recommendations

Please list the names and titles of 2 of your faculty or professional staff members (*not Undergraduate Students*) who we may contact for a reference on your potential abilities and success in the CAM position.

Name: _____ Title: _____

Phone: _____ Relationship to you: _____

Email: _____ Best time to contact: _____

Name: _____ Title: _____

Phone: _____ Relationship to you: _____

Email: _____ Best time to contact: _____

Questions? Please Contact

Tristan A. Tosh • Assistant Director CASL • 973-720-2519 • tosht@wpunj.edu