

## **Campus Activities & Advocacy Board (CAAB) Job Description**

**Location:** Building 23, Lakewood Campus

**Department:** Student Life

**Reports to:** Director of Student Life and/or Manager of Student Engagement

**Hourly Rate:** \$17.00 hour

The Campus Activities & Advocacy Board (CAAB) is a group of student leaders dedicated enhancing the student experience. CAAB is a 5-9 member board who have two specific branches: advocacy and programming; two positions of the board will be chair positions with some additional responsibilities and the remaining board positions are general voting member positions. CAAB members will plan & facilitate events & activities in a wide array of topics and modalities. CAAB members will also advocate for CPTC students at the college, local, and state level, working with the college administration and state-wide student groups.

### **Job Responsibilities:**

- Identify, plan, and facilitate student engagement opportunities through fall, winter and spring quarters
- Follow program planning procedures and timelines
- Hold regular office hours fall, winter, and spring quarters
- Attend weekly Student Government Meetings as voting members
- Collect student feedback to determine the interest and needs of programs and services on campus
- Attend and participate in regular team meetings & team trainings
- Work collaboratively with all CAAB members in the planning and facilitating of activities, engagement opportunities, and advocacy awareness initiatives
- Promote a productive and effective working relationship and environment by supporting programs with attendance, offering feedback, and volunteering to help with other programs.
- Meet regularly with direct supervisor
- Serve on a variety of campus wide committees
- Meet with key campus administrators as appropriate to discuss student needs
- Attend and support all ASG and Student Life programs and events
- Maintain a clean and orderly work area
- Attend Board of Trustee Meetings
- Assist, when needed, in all aspects of Student Life
- Participate in the Student Life Summer Training series
- Communicate effectively with and complete tasks assigned by the Manager of Student Engagement and/or department staff
- Complete the TPCHD Food Safety Training course, FERPA training and other training courses as needed
- Staff the Mobile Food Bank as needed
- Other duties as assigned

*\*For more specific information, please see CAAB Roles & Responsibilities document.*