

# COLLEGE ACTIVITIES BOARD APPLICATION

## OVERVIEW:

The College Activities Board (CAB) is a student-worker position in the College Activities Office. CAB programming is dedicated to enhancing the campus experience for the Southwestern Illinois College student body and community through social, recreational, educational, service, diversity and cultural programs. CAB members assist the College Activities Office in the planning and implementation of these events as well as work scheduled hours in the College Activities Office and Cyber Lounge.

## BENEFITS:

1. Be a part of a dynamic team that represents SWIC in a positive way.
2. Receive valuable leadership training that builds life skills and looks great on resumes.
3. Have tons of fun!

## A CAB MEMBER:

1. Nurtures and promotes a team atmosphere.
2. Is highly motivated, energetic and excels at meeting new people while making them feel comfortable and accepted.
3. Is eager for new challenges, able to learn new things and apply them quickly.
4. Represents SWIC and College Activities professionally at all times for all campus and community interactions.
5. Maintains appropriate attitudes, professional actions and language during all interactions.
6. Helps design and implement an engaging program of diverse events and co-curricular activities that appeal to a wide array of ages, genders, ethnicities and interests.
7. Evaluates programs and events with fellow CAB members to identify areas of success and opportunities for improvement.

## REQUIREMENTS:

1. Must complete the Federal Application for Student Aid (FAFSA)
2. Must be enrolled in at least 12 credit hours.
3. Must have excellent communication skills – verbal and written.
4. Must attend and actively participate in all weekly meetings.
5. Must be able to work the majority of the programs and events.
6. Must have good academic standing with a cumulative GPA of 2.0 or higher during the prior semester; new students must have a 2.0 or higher at the end of their first semester.
7. Must be able to attend pre-semester training session.

APPLICATION PROCESS:

1. Applications along with a current résumé may be submitted to the Student Life Office between 9 a.m. and 4 p.m., Monday through Friday, Belleville Campus Information Sciences Building Room 2030, or emailed to amy.brockman@swic.edu.
2. Applications are due by 4 p.m. June 30.
3. The Director of Student Life and College Activities staff will conduct interviews with selected candidates. Candidates will be contacted by phone number provided.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HIGH SCHOOL/PRIOR COLLEGE ATTENDED: \_\_\_\_\_ G.P.A.: \_\_\_\_\_

SWIC STUDENT ID #: \_\_\_\_\_

Why are you applying to College Activities Board? What do you hope to take away from the experience?

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Being a part of CAB means that you must have the ability to work on a team. What experience do you have working on a team? What roles did you play?

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Do you have any special training, experience, skills or talents to offer CAB?

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In your opinion, what are some of the skills and abilities a student leader should possess?

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Share an example of a customer service experience that you have had and share what about that interaction made it an example of great customer service or poor customer service.

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