

**Cultural Resource Center (CRC):
Student Leaders
Cultural Advisory Team**

Minimum Qualifications

- 2.50 with good academic standing.
- Be a student in good standing free of academic, disciplinary, or chapel probation.
- Must adhere to the standards outlined in the student code of conduct and possess. commitment to academic discovery rooted through a Christian worldview.

Reports to

- CRC Office Manager

Requirements

- Students will be required to attend all CAT training sessions, meetings, workshops, & leadership training
- Cultural Club involvement
- Needs to be available to start training the week of August 24, 2020.
- Complete the Leadership Seminar Course, LART 2900 (Monday 7 -9 pm following Spring Break)

Qualifications/Skills

- Good with people
- Excellent communicators (spoken and written)
- Ability to speak to large groups of people
- Ability to interact with diverse groups (age, gender, ethnicity, socioeconomic, etc.)
- Approachable and friendly
- Able to follow directions
- Strong customer service skills
- Ability to learn
- Willingness to grow
- A good role model to peers (on and off the job)
- Representing AU well
- Ability to maintain confidentiality
- Being involved in campus activities and an active community member, and love of service.

Duties

- Provided a welcoming place in the CRC
- Greet everyone that enters the CRC
- Answer questions, and take people to other locations on campus as needed
- Create letters as needed
- Check email
- Check mail
- Answer phones
- Keep the house clean
- Print, copy, scan as needed

- Participate in large scale programs such as Orientation, Interest Fair, Homecoming, Martin Luther King Jr. Celebration, and Heritage Week
- Office Hours vary from 4 to 10 per student job.
- Represent the CRC at Admission events, and other AU events
- Decorate the office for Homecoming, and Christmas
- Maintain FERPA
- Tweet, Instagram, Snapchat about CRC events
- Foster CRC partnerships with CAB, IM, other clubs, etc.
- Post flyers around campus
- Office hours can not be overlapping
- Other office tasks as needed

Specific Job Duties

- Media Coordinator:
 - Schedule office hours - 5 hours per week
 - Manage all social media accounts (Twitter, Facebook, Instagram, Snapchat, AU Webpage)
 - Develop a weekly schedule for media post highlighting Heritage months and CRC events
 - Maintain photographs library
 - Create, and maintain CRC TV/event slideshows
 - Councilmember for a cultural club (not paid)
- BSA, ISA, HLSA, and Gospel Choir Student Leader/President: 4 hours per week (except event weeks), no office hours
 - Chair Cultural Club council and club meetings
 - Create, Organize, publicize, and facilitate events for your Cultural Club
 - Delegate task for the club events
 - Debrief and evaluate events
 - Purchase food, supplies, and decorations for club events
 - Manage Club Budget with the help of the Office Manager, and Club Advisor
 - Attend one on one meeting with Advisor
 - Thank volunteers after events
- Supply Coordinator:
 - Schedule office hours - 8 hours per week
 - Manage the Storage Unit
 - Flags hung in the CRC
 - Change flags at International plaza,
 - Help club leaders procure, and return things to the storage unit
 - Oversee the loaning out of CRC possession: sound system, flags, flag poles, etc.
 - Communicated with Office Manager if any equipment does not work, and when need to purchases other items need for club events
 - Councilmember for a cultural club (not paid)
- International Student Leader: Co-Leader for ISA
 - Scheduled office hours - 8 hours per week
 - Email club members
 - Maintain a list of International Students
 - Maintain a list of students that attend the club meetings
 - Update Club Charter

- Maintain club council list
 - Maintain club members list
 - Send Club Charter, Council, and members list to SGA
 - Take notes at club meetings, send to the office manager, and advisor
 - Maintain International Google photobook
 - Print flyers
 - Send flyers to Media coordinator, Chapel Announcements, and Stall talks
- Multicultural Student Leader: Co-Leader for BSA, GC, or HLSA
 - Scheduled office hours - 8 per week
 - Email club members
 - Maintain a list of Multicultural Student
 - Maintain a list of students that attend club meetings
 - Update Club Charter
 - Maintain Club council list
 - Maintain Club members list
 - Send Club Charter, Council, and members list to SGA
 - Take notes at club meetings, send to the office manager, and advisor
 - Maintain Multicultural Google photobook
 - Print flyers
 - Send flyers to Media coordinator, Chapel Announcements, and Stall talks
 - Gospel Choir Music Director:
 - 2 hours per week (except for event weeks)
 - Co-Leader for GC
 - Help pick music
 - Direct Music at performances and practices
 - Must be able to pass a Music Director evaluation
 - Van Driver:
 - Have a valid US driver license
 - AU van approval
 - Indianapolis Airport pickup and drop off
 - Drive van for CRC/Club events
 - This is an as-needed job with no office hours