Student Association for Campus Activities

LBJ Student Center – Student Involvement

**Mission:** The Student Association for Campus Activities' mission is to provide educational, entertaining, multicultural and social programming events that show an appreciation and understanding of diversity and community at Texas State University.

**Overview**

- Executive Coordinator – 1 position @ $7.95 for 15 hrs a week
- Graphic Design & Promotions Coordinator – 2 positions @ $7.95 for 15 hrs a week
- Pride & Traditions Coordinator – 2 positions @ $7.50 for 15 hrs a week
- Event Coordinator – 3 positions @ $7.50 for 15 hrs a week
- 8 positions total

**Qualifications for all Executive Board Officers:**

- Must be enrolled as a full time student at Texas State University in at least 12-semester hours
- Must have and maintain a minimum cumulative GPA for 2.50
- Must maintain a minimum semester GPA of 2.25
- May not serve as President of another Registered or Chartered Student Organization during tenure in Coordinator position with SACA
- Can work up to 15 hours per week
- Must be willing to volunteer additional hours for events and meetings

**Expectations for all Executive Board Officers:**

- Uphold the values and integrity of SACA
- Attend weekly meetings with advisor(s)
- Participate in all executive board meetings and membership meetings
- Actively participate in facilitation of weekly member meetings
- Participate in bi-weekly Quad and HUB days to promote SACA
- Serve as representative of SACA when needed
- Assist in member recruitment, development, and retention
- Participate in recruitment during Orientation, Cat Camp, and Student Involvement Fairs
- Coordinate marketing and promotions of their respective events
- Complete reservation forms, green forms, and all forms related to their respective events
- Collaborate with SACA executive team and members to create a strong campus community

**Executive Coordinator**

- Serve as official spokesperson of SACA
• Coordinate and oversee the direction of SACA in collaboration with the executive board
• Meet with advisor(s) on a weekly basis
• Establish relationships between SACA and other student organizations/campus departments
• Inform the campus community about activities of the organization
• Serve on campus committees as necessary
• Maintain 15 office hours per week
• Provide developmental activities, workshops, and trainings for members and executives
• Plan officer retreats in collaboration with advisors
• Lead executive board in planning member retreats and socials
• Meet with event coordinators and provide assistance in program planning as needed
• Create agendas and facilitate weekly executive board meetings
• Assist event coordinators in creating activities for membership meetings
• Facilitate recruitment efforts of SACA (i.e. coordinating staff for involvement fairs)
• Keep attendance record at General Meetings and events
• Establish member incentive program and maintain records on TRACS
• Maintain an updated schedule of executive board and member office hours
• Responsible for implementing a program proposal system for members
• Review and provide feedback of program proposals
• Create transition binders for future Executive Coordinators
• Assist advisors in maintaining three financial accounts of SACA; provide updates for executive board
• Other duties as assigned by advisor(s)

Pride & Traditions Coordinator (2 positions)

• Oversee Homecoming and Riverfest programming
• Establish Pride & Traditions committee within SACA
• Attend weekly executive board and general member meetings
• Assist in facilitating member meetings
• Maintain 15 office hours/week
• Must maintain regular weekly meetings with advisors
• Work with Design & Promotions team to develop marketing plan
• Assist in planning membership socials and retreats (with direction of Executive Coordinator)
• Lead Pride and Traditions initiatives
• Represent SACA at Homecoming Committee meetings
• Manage Homecoming royalty nominations and voting
• Responsible for checking and managing Homecoming email account
• Coordinate sponsorship efforts for Homecoming and Riverfest
• Create social media content for Riverfest and Homecoming
• Oversee volunteer needs and duties for Riverfest and Homecoming
• Create transition binder/materials for incoming Pride and Traditions Coordinator
• Other duties as assigned by advisor(s)

Graphic Design & Promotions Coordinator (2 positions)
• Attend weekly executive board and general member meetings
• Serve as graphic designer for SACA for a minimum of 15 projects per semester
• Coordinate 1 event per semester
• Must maintain regular office hours
• Must maintain regular weekly meetings with advisors
• Assist in facilitating member meetings
• Meet every week with SACA advisor(s)
• Responsible for working 15 hours per week
• Advise all advertising initiatives
• Assist in planning membership socials and retreats (with direction of Executive Coordinator)
• Create print and digital material upon request of coordinators
• Manage all SACA social media accounts
• Post updates and photos to social media accounts during SACA events
• Create a comprehensive marketing/communications plan for SACA
• Create content for SACA marquee
• Oversee distribution of posters for each SACA event
• Order promotional items
• Lead marketing SACA as an organization
• Ensure content is up to date on SACA website
• Complete other duties as assigned by advisor(s)

Event Coordinator (3 positions)

• Attend weekly executive board and general member meetings
• Coordinate 5 events per semester
• Provide events that are social, cultural, educational, and entertaining in nature
• Assist members in planning a minimum of 2 events per semester
• Responsible for fulfilling collateral projects as needed (i.e. ordering SACA supplies and promotional)
• Assist in facilitating member meetings
• Complete reservation forms and all other necessary event paperwork
• Serve on special campus committees as needed (i.e. LBJSC advisory board)
• Must maintain regular office hours
• Must maintain regular weekly meetings with advisors
• Assist in the development, training, and retention of members
• Assist in planning membership socials and retreats (with direction of Executive Coordinator)
• Maintain TRACS sign-up sheet for their events
• Assist Executive Coordinator in maintaining an updated document tracking member points
• Serve as chair of ad-hoc committees (i.e. large scale events that require a lead)
• Assist in selecting member of the month with executive board
• Facilitate member involvement in other campus activities
• Maintain an officer transition binder for new event coordinators
• Complete other duties as assigned by advisor(s)