Purpose & Authority
Event Coordinators are incorporated within the Associated Students, dedicated to providing a well-rounded educational experience, as well as exciting, outdoor-intensive activities for the student body of Cal Maritime. This is done by developing, organizing, planning, and promoting on and off campus activities. These programs are fun, safe, educational, and are provided at no or low cost to the students. AS Programming is dedicated to providing individuals at Cal Maritime opportunities toward more positive use of leisure time while providing them with additional educational opportunities. Reports to the Executive Director.

Position(s):
Event Coordinator (4)

Responsibilities:

- Work as a team to develop, plan, coordinate, promote and supervise activities both on and off campus for the student body of Cal Maritime.
- Coordinators are active members of ASCMA and likewise attend all programming meetings and activities.
- Maintain an accurate and balanced budget.
- Be an active member of an on campus Committee.
- Maintain no less than a 2.5 cumulative grade point average, with each semester grade point average no less than a 2.0 during the term of office.
- Enrolled in no less than seven academic credits.
- Not a voting member of the Board of Directors.
- Attend and supervise all activities put on by AS Programming.
- Serve at least 2 hours a week in the ARC shed.
- Serve in capacities as agreed upon within the department and the Executive Director.
- Be available throughout the week for additional ARC shed hours as needed.
- HAVE FUN and promote MORALE on campus!
- BE INVOLVED IN ASCMA CAMPUS ACTIVITIES!!!

Remuneration:
Event Coordinators are paid on a semester disbursement schedule over the academic year starting in September. The scholarship is $400.00 per semester.

Application Deadline:
All applications should be submitted by email to Josie Alexander at JFAlexander@csum.edu no later than noon on Wednesday, April 22, 2020.
ASSOCIATED STUDENTS OF THE CALIFORNIA MARITIME ACADEMY
Event Coordinator
APPLICATION FORM

ALL INFORMATION SHOULD BE PRINTED OR TYPED

PART I: PERSONAL INFORMATION

NAME: ________________________________  SEX: M [   ] F [   ]

Last  First  Middle

CLASS STANDING (Year):  1st  2nd  3rd  4th

MAJOR: IBL  GSMA  FET  ME  MET  MT

CELL PHONE NO.: ____________________________________________

HOME TELEPHONE NO.: ______________________________________

CMA EMAIL: ________________________________________________

You will be contacted at your academy email address only. You will be expected to check it daily.

Local Address: ____________________________________________

No. & Street or P. O. Box  City  State  Zip

Permanent Address: _________________________________________

No. & Street or P. O. Box  City  State  Zip

List work and volunteer experiences, and/or leadership roles:
Experience/Position __________________________________________

Where ____________________________________________________

Dates ______________________________________________________

PART II: SKILLS & EXPERIENCES

Please provide a one page typed essay on a separate sheet of paper, which addresses the following questions:
1. Why are you interested in becoming an Event Coordinator?
2. What qualities, skills, or interests do you have which would contribute to your success in this position?
3. Offer any additional information you believe would be helpful to the selection committee (optional).
4. Please provide an activity plan from start to finish of an Event program you would like to see put on in the coming academic year.

PART III: REFERENCES

Please provide the names of two references that can adequately assess your skills and strengths relative to your candidacy for the Event Coordinator position.

Reference Person’s Name: ___________________________  Title: ____________________

Reference Person’s Name: ___________________________  Title: ____________________

1200 Friday, March 22nd, 2019 is the DEADLINE TO SUBMIT ALL APPLICATION MATERIALS!