

New Student & Family Programs
Cardinal Nights Coordinators
2024-2025
Position Description

POSITION TYPE:

Paid Position – General Coordinator: \$11.50 hourly wage; up to \$1,500 per semester.
Executive Director: \$13.00 hourly wage; up to \$2,000 per semester.

POSITION FUNCTION OF CARDINAL NIGHTS COORDINATORS

UARK Cardinal Nights (uarkCN) is a late-night program facilitated by student leaders dedicated to providing creative, entertaining, educational, and cultural activities that enhance the University of Arkansas experience.

UARK Cardinal Nights is made up of four Student Coordinators: one Executive Director, two Event Coordinators, and one Volunteer & Marketing Coordinator. Additionally, Cardinal Nights has a small team of dedicated volunteers that assist in the planning and implementation of Cardinal Nights events called the Cardinal Core.

The four Coordinators will serve as a member of the New Student & Family Programs staff to develop and implement Cardinal Nights, the late- night programming series; to involve and engage University of Arkansas students, faculty, staff, and the greater Fayetteville community. Cardinal Nights Student Coordinators will work with the program’s advisor to create, plan, implement, and evaluate events for Fall 2024 and Spring 2025 Cardinal Nights events.

As a Cardinal Core Volunteer, you will have the opportunity to develop leadership skills and assist staff in planning and implementing the Cardinal Nights program. You will get a behind-the-scenes look at how Cardinal Nights functions and direct experience in large scale event planning and coordination. Many of our previous Core Members go on to hold Coordinator positions the following years.

POSITION RESPONSIBILITIES

EXECUTIVE DIRECTOR- Assist in the creation and administration of program evaluations and assist in the compilation of all data. Develop event and semester reports for the staff (including budget, attendance, marketing, professional development, etc.). Oversee all uarkCN staff operations and work with the Volunteer Coordinator to direct event volunteers. Create agenda and facilitate weekly uarkCN staff meetings including training of the executive board team. Serve as uarkCN representative of Program Allocations Board (PAB). Assist the Assistant Director and Graduate Assistant with the uarkCN budget, staff management, soliciting business co-sponsors and grants and other program logistics. Additional duties as assigned by the Director, Assistant Director, or Graduate Assistant of NSFP as necessitated by the position.

EVENT COORDINATOR- Establish all event logistics associated with designated uarkCN’s including event layout, T-shirt distribution, food & catering orders, vendor reservations, online & store purchases, facility reservations, event reservations, etc. Maintain and manage event-specific budgets. Supervise the

set-up of all tables, signs, attractions, and materials for each designated Cardinal Nights event. Meet with event co-sponsors for each designated uarkCN per semester. Assist Executive Director with event budget. Additional duties as assigned by the Director, Assistant Director, or Graduate Assistant of NSFP as necessitated by the position.

VOLUNTEER & MARKETING COORDINATOR- Oversee all volunteer and committee membership drives (at least 2-3 per semester). Create marketing campaign for volunteer recruitment. Create agendas and facilitate uarkCN volunteer meetings. Send thank you cards to all event co-sponsors and volunteers. Supervise uarkCN volunteers between and during events. Promote Cardinal Nights brand to students and possible co-sponsors (both internal and external to the university). Maintain uarkCN's social media outlets: Facebook, Twitter, Instagram, etc. Develop semester-long marketing and PR campaigns. Print and distribute all marketing materials including unconventional marketing, posters, table tents, stakes, banners, Facebook events, emails, radio advertisements, chalking, painted banners, etc. Oversee event photography and usage/distribution of pictures. Additional duties as assigned by the Director, Assistant Director, or Graduate Assistant of NSFP as necessitated by the position.

ORGANIZATIONAL STRUCTURE

All Cardinal Nights Coordinators report to the Assistant Director and Graduate Assistant for New Student & Family Programs (as well as any other professional staff member of New Student & Family Programs).

DESIRED SKILLS/CHARACTERISTICS

- Creative and Innovative Thinking
- Ability to work in a fast-paced environment
- Flexibility and Adaptability
- Ability to work collaboratively with other University and Departmental Units.
- Excellent oral communication and interpersonal skills
- Ability to contribute to a diverse and inclusive environment
- Ability to lead and oversee others
- Strong organization skills
- Ability to multi-task and meet hard deadlines

EDUCATION/EXPERIENCE REQUIREMENTS

- Current University of Arkansas student
- One (1) full semester at the University of Arkansas Fayetteville (minimum 12 credit hours). Graduate student applicants must have completed at least six graduate credit hours at the University of Arkansas at Fayetteville at time of application.
- A minimum of a 2.25 overall cumulative grade point average at the time of application and maintain a cumulative and semester GPA of 2.25 if selected.
- No student may apply for or hold a Cardinal Nights Coordinator position while on academic or disciplinary probation.

Coordinator Selection Overview

APPLICATION

Applications for the 2024-2025 Cardinal Nights Coordinator team will be located on Workday. Applications will close on February 28th at 5:00pm CST.

INTERVIEW

Applicants will be contacted by a New Student & Family Programs staff member to select a time slot to interview between the dates of **March 1st through March 10th of 2023**. An email reminder with interview instructions will be sent to each candidate closer to the selected interview time.

SELECTION

After interviews have been conducted, applicants will be contacted via email from a New Student & Family Programs staff member with a letter of intent indicating if an applicant has been selected to be a Cardinal Nights Coordinator.

Other Position Information

FUNDING

UARK Cardinal Nights is funded by student fees through the Primary Allocation Board (PAB). The Cardinal Nights Program and Student Leaders are expected to adhere and abide by all expectations and responsibilities under the PAB constitution in addition to NSFP expectations and responsibilities.

MEMBERSHIP TERMINATION

Cardinal Nights Coordinators may be removed from their positions if it is determined that they are not maintaining ethics befitting a professional, not performing satisfactorily, not able to work productively with others, not meeting the minimum GPA and conduct requirements, breaching their coordinator responsibilities, or jeopardizing the success of the program.

Coordinator Staff Timeline

EMPLOYMENT TIME COMMITMENTS

The following is an outline of expected time commitments and expectations for Cardinal Nights Coordinators. These are all subject to change.

April 2024	New Staff Dinner (Date TBD) NSFP Staff Training (Date TBD)
May/June/July/August 2024	Collaborate with other coordinators to plan the first two Cardinal Nights events for A-Week and Welcome Weeks (Can be virtual, you do not have to be in Fayetteville).
August 2024	Back to School Bash (August 16th) Welcome Weeks (August 23rd) Begin Weekly Office Hours Begin Bi-Weekly 1:1's with Graduate Assistant Begin Weekly Team Meetings
September 2024	Continue Office Hours, 1:1's, & Staff Meeting Family Weekend Cardinal Nights (September 13th)
October 2024	Continue Office Hours, 1:1's, & Staff Meeting One Event for October (Date TBD)
November 2024	Continue Office Hours, 1:1's, & Staff Meeting Optional Event for November (TBD)
December 2024	Continue Office Hours, 1:1's, & Staff Meeting until the week before Finals. End of Semester Event the first week of December (Date TBD)
January 2025	Begin Weekly Office Hours Begin Bi-Weekly 1:1's with Graduate Assistant Begin Weekly Team Meetings
February 2025	Continue Office Hours, 1:1's, & Staff Meeting One Event for February (Date TBD)
March 2025	Continue Office Hours, 1:1's, & Staff Meeting One or more Events in March/Early April (Dates TBD) Assist in the hiring process for following year's team if not applying yourself.
April 2025	Continue Office Hours, 1:1's, & Staff Meeting End of Year Bash (Date TBD)
May 2025	Continue Office Hours, 1:1's, & Staff Meeting until the week before Finals. End of Semester Dinner (Date TBD)