

Campus Activities Marketplace (CAMP) Coordinator

Supervision received: Business Networks Coordinator

Supervision exercised: Onsite CAMP Volunteers, Graduate Intern for CAMP

General Responsibilities: The CAMP Coordinator facilitates the implementation of all aspects Campus Activities Marketplace operation and policy enforcement.

Specific Responsibilities:

- Coordinates and supervises the operation of the Campus Activities Marketplace for regional events as per printed policy, recruiting additional volunteers to assist onsite as deemed necessary to assist with:
 - Monitoring exhibitor load-in and load out
 - Implementing opening and closing times during the conference schedule
 - Overseeing adherence to policies related to exhibiting, sightlines, noise levels, booth demonstrations and Marketplace Attractions
- Facilitates, with NACA Office, allocation of booth assignments per printed policy.
- Forwards appropriate information to NACA Office and exhibitors in a timely manner.
- Submits written post-conference report to NACA Office, highlighting instances of noise complaints, early load-out, non attendance or other policy violations
- Integrates NACA goals, initiatives, and relevant Strategic Plan objectives in all aspects of position responsibilities.
- Follows NACA's Non-Discrimination, Diversity Advancement and Affirmative Actions Principles to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and the development of programs and services for the Association's members.
- Maintains a thorough knowledge and understanding of, and ensures adherence to, NACA policies and procedures as well as other applicable laws and regulations.
- Attends all regularly scheduled regional meetings.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year
(For Northern Plains, March 15 of the current year through May 30 of the next year)

Qualifications:

- The CAMP Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- The CAMP Coordinator must not be a current or former employee or intern of an NACA associate member firm or agency, or plan to be employed by or be an intern for an NACA associate member agency or firm within the next fiscal year.

The CAMP Coordinator must have approval from and support of their institution prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.)