

**Position title:** MassArt Activities Council (MAC) Executive Board

**Department:** Student Engagement

**Reports to:** Program Coordinator

**Number of Openings:** 6-8

**Hours per week:** 4-10

**Hourly Rate:** \$15

Leadership experience complements the academic curriculum at MassArt and empowers students to become more confident, engaged artists, designers and citizens. Students have the opportunity to apply for various paid positions to be held during their sophomore through senior years.

Student Leadership at MassArt is rooted in MassArt's Mission and Values and is essential to transforming MassArt's culture and community. All student leaders will be expected to uphold MassArt's missions and values as we work together to make MassArt a more equitable place to work, learn, live and make.

### **Position Description**

The MassArt Activities Council (MAC) Executive Board coordinates a diverse schedule of events to complement the college experience and serve the needs of the campus community.

MAC E-board members will participate in mandatory training in the Fall.

### **Duties & Expectations**

- Assist in the creation, promotion, and implementation of a diverse schedule of programs and activities for MassArt students and the greater Colleges of the Fenway community
- Attend weekly Executive Board meetings, and weekly one-on-one meeting with the Program Coordinator for Student Engagement
- Serve up to two office hours per week, geared toward completing tasks necessary for upcoming events
- Understand and work within the parameters of the MAC budget
- Recruit and train members for their programs as necessary
- Evaluate/Assess each program following its completion
- Serve as a liaison and representative of MAC to the MassArt community
- Check the [MAC@massart.edu](mailto:MAC@massart.edu) email account
- Work collaboratively with other student organizations on programs
- Uphold and abide by MassArt policies and procedures

### **MAC Positions**

The MAC Executive Board is currently adjusting its structure, and individual positions are not finalized. Upon individual interviews, you will be able to learn more about the individual positions and indicate which position(s) you may be interested in.

**Required Qualifications**

- Must remain in good academic and judicial standing
- Ability to work well in a team environment

**Preferred Qualifications**

- Organized
- Good time-management skills, and ability to work ahead of schedule

**Salary**

The MAC executive board is paid an hourly rate on a bi-weekly schedule. Students must complete timesheets each pay period in order to be paid.