

Cadet Activities Practicum

This practicum opportunity will allow the student to experience student activities at the US Air Force Academy. It is a great introduction to Student Activities, while also providing the opportunity to work with a different type of student that is unique to only four institutions in America.

Duties and Responsibilities:

- Assists in NAF (non-appropriated funds) program operation for Cadet Activities
 - Possible activities include large and small-scale events; events in the Arnold Hall Student Center; virtual events; and excursion events in the larger Colorado Springs and Colorado communities
 - Includes all aspects of event operations: research, pre-planning, budgeting, decorating, crowd control and regulations regarding COVID mandates, outreach and organization of vendors, shopping for supplies and prizes, activity planning, theme creation, After-Action Reports, and more
- Recommends new programming activities to include type of format and resources
- Gathers information from different sources (cadet surveys, past programming reviews) to determine popular programming options
- Assists in promoting marketing strategies and deciding/coordinating communication with cadets regarding upcoming events
- Communication with other entities at USAFA, as needed (ex: Mitchell Hall dining)
- Other duties may include: post-event supply sanitation due to COVID mandates, accepting deliveries, making deposits with the Finance Office, delivering marketing materials, coordinating event transportation, other duties as assigned
- Flexible work hours to include the daytime, evening, and some weekends. Schedules will be planned in advance and will work around other commitments such as class, assistantships, etc.

In accordance with the NASPA/ACPA Competencies for the Student Affairs profession, this practicum will help the student grow in the following categories:

- Personal and Ethical Foundations
- Assessment, Evaluation, and Research
- Law, Policy, and Governance
- Organizational and Human Resources
- Social Justice and Inclusion
- Technology

This practicum will include review of the CAS Standards for Campus Activities Programs to ensure the duties and skills gained align with industry standards.

This practicum is available for a minimum 100 total hours with 40 student contact hours. If the practicum student wishes to extend beyond this, there is an opportunity to continue after meeting this threshold. The student will report to Sarah Frazier, the Cadet Entertainment Manager.

Interested applicants: send email with Cover Letter and Resume to sarah.frazier@usafa.edu.