



University Program Board Off-Campus Trips Director

The University Program Board (UPB) Off-Campus Trips Director is a member of the UPB Executive Board at Chapman University. In support of the Student Affairs Learning Outcomes, the Off-Campus Trips Director is responsible for coordinating local off-campus trips and discounted ticket opportunities, ensuring that the University Program Board realizes its mission of enhancing student life and meeting student program needs and desires. Through the execution of the responsibilities below, the Off-Campus Trips Director helps UPB build a stronger connection between students and their university.

The main focus of Off-Campus Trips is to provide students with opportunities to connect in their local community. The secondary focus will be providing opportunities in the greater Southern California region including Los Angeles and San Diego.

Responsibilities:

- Coordinate a successful schedule of consistent local trips and discounted tickets.
 - 2-3 events a month (including off-campus trips and discounted ticket opportunities)
- Lead and supervise the students in the Off-Campus Trips committee.
- Encourage social interaction and community building through off-campus excursions and discounted tickets.
- Collaborate with UPB Marketing team to create a publicity strategy for Off-Campus Trips programs, including bi-weekly meetings with the Marketing Director.
- Follow risk management procedures for each Off-Campus Trips program, including the creation and management of Activity Waivers.
- Maintain a consistent and thorough assessment plan and budget for Off-Campus Trips programs.
- Actively participate in weekly UPB executive board meetings and bi-weekly UPB Friday committee member meetings.
- Facilitate weekly meetings for the Off-Campus Trips committee.
- Maintain a positive working relationship with UPB Chair, Graduate Advisor, Advisor, executive board members, and committee members.
- Prepare for weekly meetings with UPB Chair.



Qualifications:

Required

- Substantial experience leading a team
- Ability to manage conflict effectively
- Programming experience, including marketing/PR and event execution
- High attention to detail and excellent organizational skills
- Integrity and Commitment
- Ability to meet deadlines
- Exceptional intercommunication and interpersonal skills
- Ability to work independently with little supervision
- Ability to work evening and weekend hours, as necessary
- Ability to adapt to circumstances and handle adversity
- Outstanding work-ethic and professionalism
- Ability to use standard office equipment including computer, copier, and telephones
- Minimum of a 2.5 GPA

Desired

- Effective public speaking skills
- Demonstrated desire to learn
- Knowledge of or experience with campus policies and procedures
- Effectiveness in establishing rapport with Chapman professional staff
- Love for Chapman University
- Experience as a UPB Director or Committee Member
- Familiarity with departments and organizations at Chapman
- Ability to lift objects of 45 lbs.



Time Commitment*:

- Summer work required beginning the week of July 8, 2024. Interterm work required beginning the week of January 6, 2025 (tentative).
- Work approximately 15 hours per week during the Fall and Spring semesters. 10-12 hours/week during summer and Interterm.
- Maintain a minimum of 8 office hours per week in Fall, Interterm and Spring.
- Attend weekly Executive Board meetings.
- Lead bi-weekly committee meetings.
- Attend bi-weekly CM Friday meetings.
- Meet weekly 1-1 with the Chair and GA.
- Meet bi-weekly with the Marketing Director.
- Attend mandatory UPB programs in the 2024-2025 school year
 - Fall Concert
 - Midnight Breakfast (Fall & Spring)
 - Spring Sizzle
 - Fall/Spring Speaker
 - Drag Show
 - Orientation Dance
- Attend the following training days:
 - Transition Day (for New Executive Board): week of May 3, 2024
 - Start Date: week of July 8, 2024
 - Executive Board training: week of July 8, 2024 (tentative)

*Please note these dates are subject to change