



## University Program Board Chair

The University Program Board (UPB) Chair is the chief student programmer at Chapman University. In support of the Student Affairs Learning Outcomes, the University Program Board Chair is responsible for 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 Chair helps UPB build a stronger connection between Chapman students and their university.

### Responsibilities:

- Create and effectively communicate a short-term and long-term vision for UPB.
- Work alongside the UPB Graduate Assistant and the Program Coordinator to provide leadership in the development of a well-balanced offering of social, entertaining, and community building programs for the Chapman student body.
- Oversee the program planning process to ensure intentionality and high quality. This includes risk management, committee member involvement, marketing, quality control, and learning outcome achievement.
- Lead and supervise UPB's Executive Team alongside the Graduate Assistant, leading weekly Executive Team meetings.
- Offer guidance to the Executive Board by challenging them while providing support.
- Meet weekly with each director, the Program Assistant, the Graduate Assistant, and the Leadership Team.
- Maintain a positive working relationship and image with other campus departments.
- Serve as a student representative on campus-wide boards or committees when invited.
- Assume the duties of executive members in their absence.
- Assist the Program Assistant with planning bonding events, workshops, trainings, and programs to develop UPB members' leadership skills, create camaraderie and improve relations within the organization.
- Coordinate and lead bi-weekly UPB Friday Committee Member Meetings to ensure that Committee Members are receiving leadership and professional development.
- Lead the recruitment efforts for Committee Members in the Fall and Spring.
- Plan a semi-annual banquet for all UPB members at the end of each semester with the Program Assistant.
- Along with Graduate Assistant and Program Coordinator, coordinate Executive Board training and development including retreat planning and training.



Qualifications:

*Required*

- Substantial experience leading a team
- Ability to manage conflict effectively
- Supervision experience
- Programming experience, including marketing/PR and event execution
- High attention to detail and excellent organizational skills
- Integrity and Commitment
- 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
- Experience planning and facilitating meetings and trainings
- Love for Chapman University
- Experience as a UPB Director or Committee Member
- Familiarity with departments and organizations at Chapman
- Previous diversity or cross-cultural training
- Ability to lift objects of 45 lbs.



#### Time Commitment:

- Summer work required beginning week of June 24, 2024. Interterm work required beginning week of January 6, 2025 (tentative).
- Work approximately up to 19 hours per week during the Fall 2024 and Spring 2025 semesters. Up to 15 hours/week during Summer and Interterm. Hours to be determined by supervisor.
- Work approximately up to 10 hours per week during the Spring 2024 semester.
- Maintain a minimum of 12 office hours per week in Fall 2024, Interterm and Spring 2025.
- Lead weekly Executive Board meetings.
- Lead bi-weekly CM meetings on Fridays.
- Meet weekly 1-1 with each Director.
- Meet weekly 1-1 with the Graduate Advisor.
- Meet weekly with the UPB Leadership Team (Chair, Program Coordinator, and Graduate Advisor)
- Meet monthly with Vice President for Student Affairs – Dean Price
- Attend mandatory UPB programs in the 2024-2025 school year
  - Fall Concert
  - Midnight Breakfast (Fall & Spring)
  - Spring Sizzle
  - Fall Speaker/Comedian
  - Drag Show
  - Orientation Dance
  - Spring Speaker/Concert
- Attend the following training days:
  - Transition Day (for New Executive Board): week of May 3, 2024
  - Summer Start Date: week of June 24, 2024
  - Chair Training Date: week of June 24, 2024
  - Executive Board training: week of July 8, 2024

\*Please note these dates are subject to change