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 professional staff 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.
- Coordinate bi-weekly UPB Friday Committee Member Meetings to ensure that Committee Members are receiving leadership and professional development.
- Create UPB’s weekly newsletter for Committee Members which includes updates, upcoming events, and program sign-up sheets.
- Manage CM utilization to ensure that Committee Members are meeting their point and attendance requirements.
- Lead and supervise UPB’s Executive Team.
- Offer guidance to the Executive Board by challenging them while providing support.
- Meet weekly with each director.
- Maintain a positive working relationship with other campus departments.
- Advance UPB’s relationship and image with other on-campus stakeholders.
- Serve as a student representative on campus-wide boards or committees when invited.
- Assume the duties of executive members in their absence.
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 June 27, 2022. Interterm work required beginning January 2, 2023
- Work approximately 19 hours per week during the Fall 2022 and Spring 2023 semesters. 15 hours/week during Summer and Interterm
- Work approximately 10 hours per week during the Spring 2022 semester
- Maintain a minimum of 12 office hours per week in Fall 2022, Interterm and Spring 2023
- Lead weekly Executive Board meetings
- Lead bi-weekly CM meetings on Fridays
- Meet weekly 1-1 with each Director
- Meet weekly with the Marketing Team (Chair, Marketing Director, and Assistants)
- Meet weekly 1-1 with the Graduate Advisor
- Meet weekly with the UPB Leadership Team (Chair, Advisor, and Graduate Advisor)
- Meet monthly with Vice President for Student Affairs
- Attend mandatory UPB programs in the 2022-2023 school year
  - Fall Concert
  - Midnight Breakfast (Fall & Spring)
  - Spring Sizzle
  - Fall Comedian
  - Drag Show
  - Orientation Dance
  - Spring Speaker
- Attend the following training days:
  - Spring Start Date: April 4, 2022
  - Transition Day (for New Executive Board): April 29, 2022
  - Summer Start Date: June 27, 2022
  - Chair Training Date: June 27-29, 2022
  - Executive Board training: July 6-8, 2022

*Please note these dates are subject to change*