University Program Board Vice-Chair

The University Program Board (UPB) Vice-Chair is a member of the UPB executive board. Along with the Chair, the Vice-Chair leads the board and manages the operations of the organization. The Vice-Chair is responsible for UPB’s internal development, in order to ensure that UPB realizes its mission of enhancing student life and meeting student program needs and desires. Through the execution of the responsibilities below, the Vice-Chair helps UPB to build a stronger connection between students and their university.

Responsibilities:

- Plan bonding events, workshops, trainings, and programs to develop UPB members’ leadership skills, create camaraderie and improve relations within the organization.
- Ensure that committee members (CMs) receive leadership development and programming planning skills by overseeing the planning of bi-weekly CM Friday Meetings.
- Along with the Chair, lead and supervise a team of Directors and Marketing Assistants.
- Maintain a positive working relationship with UPB Chair, Advisors, Executive Board members, and Committee Members.
- Along with Chair and Advisors, maintain a consistent and thorough assessment plan for evaluating programming and the committee member experience within UPB.
- Along with Chair and Advisors, coordinate Executive Board training and development including retreat planning and training.
- Lead the recruitment efforts for committee members in the Fall and Spring.
- Take and distribute weekly minutes at Executive Board meetings.
- Actively participate in weekly UPB executive board meetings and CM meetings.
- Plan a semi-annual banquet for all UPB members.
- Manage UPB operations, basement organization, and supplies.
- Assume additional responsibilities and duties as delegated by the Chair.
- Assume the duties of the Chair in the Chair’s absence.
Qualifications:

Required

● Substantial experience leading a team
● Experience with team development and training
● Ability to manage conflict effectively
● Supervision experience
● Programming experience, including marketing/PR and event execution
● High attention to detail and excellent organizational skills
● Exceptional intercommunication and interpersonal skills
● Integrity and Commitment
● Ability to meet deadlines
● 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
● Demonstrated desire to learn
● Ability to use standard office equipment including computer, copier, and telephones
● Minimum of a 2.5 GPA

Desired

● Experience as a UPB Director or Committee Member
● Familiarity with departments and organizations at Chapman
● Demonstrated desire to learn and work as a member of a team
● 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
● Effective Public speaking skills
● Previous diversity or cross-cultural training
● Ability to lift objects of 45 lbs
Time Commitment:

- Work approximately 15 hours per week during the Fall 2022 and Spring 2023 semesters. 12 hours/week during Summer and Interterm.
- Maintain a minimum of 12 office hours per week in Fall 2022, Interterm and Spring 2023.
- Co-lead weekly Executive Board meetings.
- Co-lead bi-weekly CM meetings on Fridays.
- Meet weekly 1-1 with the Chair.
- Meet weekly 1-1 with the 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 28, 2022
  - Vice-Chair Training Date: June 28-29, 2022
  - Executive Board training: July 6-8, 2022

*Please note these dates are subject to change.