University Program Board Promotions Assistant

The University Program Board (UPB) Promotions Assistant is a member of the UPB Executive Board at Chapman University. In support of the Student Affairs Learning Outcomes, the Promotions Assistant is responsible implementing UPB’s marketing strategy, ensuring that UPB realizes its mission of enhancing student life and meeting student program needs and desires. Through the execution of the responsibilities below, the Promotions Assistant helps UPB build a stronger connection between Chapman students and their university.

Responsibilities:

- Coordinate weekly tabling events that include smaller-scale programs/giveaways that are quick stopping points for students and opportunities to increase awareness around UPB’s upcoming events.
  - Must be available for set-up and take-down for a midday, 2-hour tabling that occurs the same day/time weekly (Ex. Wednesdays, 11:00am – 1:00pm)

- Coordinate the public relations strategy for UPB, in accordance with the overall marketing strategy, including social media, website, event publications, and ticketing.
  - Including updating the events on engage, handling social media sites, updating the bulletin board

- Cultivate new ideas for raising campus awareness of UPB events.

- Actively participate in weekly UPB executive board meetings and bi-weekly Friday committee member meetings.

- Maintain a positive working relationship with UPB Chair, Graduate Advisor, Advisor, executive board members, and committee members.

- Prepare for weekly meetings with UPB Marketing Team
  - UPB Marketing Team is comprised of the Marketing Director, Graphic Designer, Promotions Assistant, and the Chair

- Attend and participate in weekly meetings with the Marketing Director
  - Report to Marketing Director
Qualifications:

Required

- Experience with public relations and advertising concepts
- Strong creative ability
- Substantial experience leading a team
- Ability to manage conflict effectively
- 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

- Knowledge in Adobe Photoshop, Illustrator, and InDesign
- 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:

- Work approximately 12 hours per week during the Fall and Spring semesters. 10 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.
- Attend weekly committee meetings.
- Attend bi-weekly CM Friday meetings.
- Meet weekly with the Marketing Team (Marketing Director, Promotions Assistant, and Chair).
- 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 Retreats and training days:
  - Transition Day (for New Executive Board): April 29, 2022
  - Start Date: July 6, 2022
  - Executive Board training: July 6-8, 2022

*Please note these dates are subject to change*