University Program Board Chair
The University Program Board Chair is the chief student programmer at Chapman University. In support of the Division of Student Affairs, the University Program Board Chair is responsible for ensuring that University Program Board realizes its mission of enhancing student life. Through the execution of the responsibilities below, the Chair helps University Program Board to build a stronger connection between 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 monthly UPB Friday 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.
- 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:

- Work approximately 19 hours per week during the Fall and Spring semesters. 15 hours/week during summer and Interterm.
- Maintain a minimum of 12 office hours per week in fall, interterm and spring.
- Lead weekly Executive Board meetings.
- Lead monthly CM meetings on Fridays.
- Meet bi-monthly 1-1 with each programming Director.
- Meet bi-monthly with the Marketing Team (Chair, Marketing Director, and Assistants).
- Meet bi-monthly 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 2020-2021 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:
  - 2020 Exec Team Development Day: May 8th, 2020
  - Start Date: June 29, 2020
  - Chair Training Date: June 29-30, 2020
  - Executive Board training: July 7th – 10th, 2020
  - Executive Board Retreats: July 17th-18th, 2020 and January 2021 (TBD)

*Please note these dates are subject to change*