University Program Board Daytime Entertainment Director

The University Program Board Daytime Entertainment Director is a member of the UPB executive board. In support of the Student Affairs Learning Outcomes, the Daytime Entertainment Director is responsible for coordinating daytime on-campus programs, ensuring that UPB realizes its mission of enhancing student life and meetings student program needs and desires. Through the execution of the responsibilities below, the Daytime Entertainment Director helps UPB to build a stronger connection between Chapman students and their university.

Responsibilities:

• Coordinate a successful schedule of consistent on-campus programs during the weekdays.
  o At least three Daytime Entertainment programs a month, for example one circle lunch program and two on-campus daytime events
    ▪ These events should be early evening events and preferably early in the week
  o Event ideas include: Hamster Balls, discounted lunch options in the circle, lunchtime performances

• Lead and supervise the students in the Daytime Entertainment committee.

• Encourage social interaction and community building through on-campus programs.

• Collaborate with UPB Marketing team to create a publicity strategy for Daytime Entertainment programs.

• Maintain a consistent and thorough assessment plan and budget for Daytime Entertainment programs.

• Actively participate in weekly UPB executive board meetings and monthly UPB Friday meetings.

• Facilitate weekly meetings for the Daytime Entertainment committee.

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

• Prepare for weekly meetings with UPB Chair.
Qualifications:

Required

- Substantial experience leading a team
- Ability to manage conflict effectively
- Programming experience, including marketing/PR and event execution
- 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

- 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 15 hours per week during the Fall and Spring semesters. 10-12 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.
- Lead weekly committee meetings.
- Attend monthly CM Friday meetings.
- Meet bi-monthly 1-1 with the Chair.
- 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: July 7th, 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*