**University Program Board Off-Campus Trips Director**

The University Program Board Off-Campus Trips Director is a member of the University Program Board Executive Team at Chapman University. In support of the Division of Student Affairs, the University Program Board Off-Campus Trips Director is responsible for coordinating local off-campus trips and discounted ticket opportunities, ensuring that the University Program Board realizes its mission of enhancing student life. Through the execution of the responsibilities below, the Off-Campus Trips Director helps the University Program Board to build a stronger connection between students and their university.

The main focus of Off-Campus Trips is to provide students with opportunities to connect in their local community. The secondary focus will be providing opportunities in the greater Southern California region including Los Angeles and San Diego.

**Responsibilities:**

- Coordinate a successful schedule of consistent local trips and discounted tickets.
  - Two off-campus trips a month in addition to regularly discounted ticket opportunities
  - Trips occurring in the great SoCal region will only occur once a semester
- Lead and supervise the students in the Off-Campus Trips committee.
- Encourage social interaction and community building through off-campus excursions and discounted tickets.
- Collaborate with UPB Marketing team to create a publicity strategy for Off-Campus Trips programs.
- Follow risk management procedures for each Off-Campus Trips program.
- Maintain a consistent and thorough assessment plan and budget for Off-Campus Trips programs.
- Actively participate in weekly UPB executive board meetings and monthly UPB Friday meetings.
- Facilitate weekly meetings for the Off-Campus Trips 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*