



University Program Board Program Assistant

The University Program Board (UPB) Program Assistant is a member of the UPB executive board. In support of the Student Affairs Learning Outcomes, the Program Assistant is responsible for implementing and enhancing UPB's Committee Member (CM) experience, ensuring that UPB realizes its mission of enhancing student life, and assisting with program needs and desires. Through the execution of the responsibilities below, the Program Assistant helps UPB build a stronger connection between Chapman students and their university.

Responsibilities:

- Provides administrative support to ensure efficient operation of the office.
- Create UPB's weekly newsletter for Committee Members which includes updates, upcoming events, and program sign-up sheets.
- Plan and execute monthly CM bondings for UPB committee members to create an inclusive and welcoming environment.
- Transcribe and distribute weekly exec and bi-weekly UPB All meeting minutes and other meeting minutes where applicable in an organized and timely manner
- Manage and update CM resources, documents, and grids to ensure Committee Members are meeting their point and attendance requirements.
- Offer support to the Executive Board with the execution and production of programs including, but not limited to, large-scale, tabling initiatives, and internal development.
- Maintain a positive working relationship with other campus departments.
- Advance UPB's relationship and image with other on-campus stakeholders.
- Actively participate in weekly UPB executive board meetings and bi-weekly committee member meetings
- Maintain a positive working relationship with UPB Chair, Graduate Advisor, Advisor, executive board members, and committee members.
- Prepare for and attend weekly meetings with UPB Chair.
- Support UPB by performing tasks related to organization and strong communication.
- Maintain organization and inventory of UPB supplies, merchandise, etc.
- Assume additional responsibilities and duties as delegated by the Leadership Team



Qualifications:

Required

- Experience with Microsoft Office (ex: Word, Excel, SharePoint, etc)
- Exceptional intercommunication and interpersonal skills
- 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 work independently with little supervision and meet deadlines
- Ability to work in a fast-paced environment and quickly adapt to work evening and weekend hours, as necessary and as new circumstances arrive
- Outstanding work-ethic and professionalism
- Ability to use standard office equipment including computer, copier, and telephones
- Minimum of a 2.5 GPA

Desired

- Experience with Google Suite, Canva, Notion, and Airtable
- 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*:

- Summer work required beginning the week of July 8, 2024. Interterm work required beginning the week of January 6, 2025 (tentative).
- Work approximately 8-10 hours per week during Summer, Interterm and the Fall and Spring semesters.
- Maintain a minimum of 8 office hours per week in Fall, Interterm, and Spring
- Attend weekly Executive Board meetings
- Attend bi-weekly CM meetings on Fridays
- Meet weekly 1-1 with the UPB Chair
- Assist with tabling initiatives
- Attend at least 1 On-Campus Entertainment event and 1 Off-Campus Trips event each month.
- Attend mandatory UPB programs in the 2024-2025 school year
 - Fall Concert
 - Midnight Breakfast (Fall & Spring)
 - Spring Sizzle
 - Fall/Spring Speaker
 - Drag Show
 - Orientation Dance
- Attend the following training days:
 - Transition Day (for New Executive Board): week of May 3, 2024
 - Start Date: week of July 8, 2024
 - Executive Board training: week of July 8, 2024 (tentative)

*Please note these dates are subject to change