Hamline University Programming Board
2024 - 2025 Job Description

The student staff of Hamline University Programming Board (HUPB) serves as the event planning team within the Student Activities & Leadership Development (SALD) Office. The mission of HUPB is to create an inclusive and fun environment by students, for students, to come together and learn by providing a diverse offering of activities to foster engagement and connection within the HU community.

General Expectations

All HUPB Programmers & Coordinators must:

- Maintain personal and HUPB email accounts regularly.
- Check GroupMe communication regularly.
- Attend and actively participate at weekly Programming Board meetings.
- Meet with the Programming Board advisor at least twice a month.
- Consult with the Programming Board advisor regarding all programs, contracts, and expenditures.
- Remain on campus and available for Fall and Spring Welcome Week, Homecoming week, End of Semester/Year Party, Fireball, and additional programs as requested.
- **Participate in HUPB Fall Training (August 12 - 16) and Welcome Week Prep (August 19 -23).**
- Utilize fellow HUPB staff and the VIP members to assist with your events.
- Maintain budget and submit evaluation reports on all programs and events.
- Demonstrate enthusiasm, initiative, engagement, creativity, adaptability, and excellence.
- Actively work to engage diverse audiences and outreach to the wider student community.
- Remain alcohol and drug free when volunteering or working at any and all events.
- Represent Hamline University, HUPB, and SALD in a positive manner at all times.
- Understand that teamwork is essential to success as a Programming Board. Programmers will work cooperatively with fellow HUPB staff members, volunteer members, the advisor, and other professional staff members.
- Compensation: Annual stipend of $3,000 (paid in installments twice a month, beginning in August).

Note: Some spring 2024 and summer 2024 hours will be expected of members of HUPB in order to successfully coordinate and facilitate fall events such as Welcome Week and Homecoming. Scheduling is flexible and responsibilities vary by position. Required spring training dates (subject to change) include:

Sunday, April 21, 2024
11:00am - 2:00pm: Spring Training Session

Thursday, April 25, 2024
11:30am - 12:30pm: Meet and Greet with Incoming/Outgoing Boards

Friday, May 3, 2024
10:00am - 3:00pm: Spring Training Session

Responsibilities and Commitments of Individual Positions

Development and Outreach Coordinator

- Spokesperson and leader for the organization.
- Facilitate weekly meetings with board and VIPs.
- Consult, advise, and support Programming Board members on all matters.
- Communicate with Marketing and Graphics Coordinators regarding general HUPB promotions – fliers, posters, banners, and other print marketing needs.
- Assist the advisor in maintaining the overall budget for the Programming Board.
- Oversee and champion the cultivation of a strong volunteer base.
- Occasional summer hours (5-10 per month) will be required in order to assist with planning HUPB training. Scheduling is very flexible.
- Previous HUPB experience preferred.

Graphics Coordinators (2 positions)

- Develop unique graphic designs for posters, digital displays, social media marketing, t-shirts, etc. for events as needed.
- Design HUPB promotional materials such as requested by the Marketing and Development & Outreach Coordinators.
- Be in active communication with Programmers on design aesthetic and graphic needs for their programs.
- Proficient understanding of Adobe Creative Suite or other design software preferred.
- Graphics coordinators will be expected to work 5-10 hours in early August in order to begin designing graphics for Fall Welcome Week. Remote work is possible.

Marketing Coordinator

- Collaborate with Development & Outreach Coordinator to develop marketing plans for the recruitment of volunteers.
- Coordinate regular tabling to promote events.
- Identify and utilize relevant forms of social media to promote each event.
- Order HUPB promotional materials.
- Conceptualize and execute unique marketing strategies fit to the needs of individual events in collaboration with Programmers.
- Coordinate creative marketing strategies to promote events as well as HUPB as an organization.

Films & Off Campus Programmer

- Coordinate a diverse movie schedule as part of the monthly movie program.
- Coordinate, promote, and implement a diverse array of entertainment options off campus for students to explore resources around the Twin Cities metro area. One off-campus event should be planned each month while classes are in session.
- Coordinate volunteer needs for each event.
- Collaborate with Graphics Coordinators and Marketing Coordinator to implement timely and creative marketing efforts for events.

Special Events Programmer

- Coordinate the following large-scale all-campus programs: Welcome Back Block Party, Homecoming Lip Sync Competition, End of Semester Party, Fireball, and End of Year Party.
- Coordinate, promote, and implement a diverse array of entertainment offerings at these events.
- Coordinate large-scale volunteer needs for each event.
- Collaborate with Graphics Coordinators and Marketing Coordinator to implement timely and creative marketing efforts for events.
- Some event planning and/or volunteer coordinating experience is preferred.

Weekend Entertainment Programmer

- Coordinate, promote, and implement monthly entertainment offerings and featured performers, such as poetry slams, comedians, musical acts, etc.
- Coordinate volunteer needs for each event.
- Collaborate with Graphics Coordinators and Marketing Coordinator to implement timely and creative marketing efforts for events.

Collaborations Programmer

- Coordinate, promote, and implement collaborative events of all sizes in partnership with a diverse array of student organizations.
- Maintain up-to-date information on student organizations and events.
- Conduct regular outreach to various student organizations and University departments to seek out opportunities for collaboration.
- Coordinate volunteer needs for each event.
- Collaborate with Graphics Coordinators and Marketing Coordinator to implement timely and creative marketing efforts for events.

Homegrown Programmer

- Coordinate, promote, and implement a diverse array of interactive and engaging events that give students the opportunity to participate directly with the subject matter of the event (i.e. Collaging, Paint Night, Adopt a Plant, etc.).
- Coordinate volunteer needs for each event.
- Collaborate with Graphics Coordinators and Marketing Coordinator to implement timely and creative marketing efforts for events.

Commuter Programmer

- Coordinate, promote, and implement events and activities geared toward commuters and non-traditional students. These events should take place during weekdays and daytime hours in order to be accessible to as many students as possible.
- Coordinate volunteer needs for each event.
- Collaborate with Graphics Coordinators and Marketing Coordinator to implement timely and creative marketing efforts for events.