

Hamline University Programming Board 2025 - 2026 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 regular communication with team and supervisor.
- Attend and actively participate in weekly Programming Board meetings and regular 1:1s with Advisor.
- Remain on campus and available for Fall and Spring Welcome Week, Homecoming week, End Semester/Year Party, Fireball, and additional programs as requested.
- **Participate in HUPB Fall Training (August 18 - 22, on-campus) and be available 5-10 hours during the week of August 25 - 29 for Welcome Week preparation.**
- Volunteer at at least **50%** of HUPB's total events.
- Track all expenses and maintain accurate records within HUPB budget.
- Demonstrate enthusiasm, initiative, engagement, creativity, and adaptability.
- Actively work to engage diverse audiences and outreach to the wider student community.
- Represent Hamline University, HUPB, and SALD in a positive manner at all times.

Note: Some spring 2025 and summer 2025 hours will be expected of members of HUPB in order to successfully coordinate and facilitate fall events, such as Welcome Week. Scheduling is flexible and responsibilities vary by position. **Required spring training dates (subject to change) include:**

Sunday, April 13, 2025

11:00am - 2:00pm: Spring Training Session

Thursday, April 24, 2025

11:30am - 12:30pm: Meet and Greet with Incoming/Outgoing Boards

Friday, May 9, 2025

10:00am - 3:00pm: Spring Training Session

Compensation

Annual stipend of \$3,000 (paid in installments twice a month, beginning in August 2025 and will end in May 2026).

Responsibilities and Commitments of Individual Positions

HUPB Chair

- Spokesperson and leader for the organization.
- Facilitate weekly meetings with board and volunteers.
- Consult, advise, and support Programming Board members on all matters.
- Oversee and champion the cultivation of a strong volunteer base.
- Oversee collaborations requests in partnership with a diverse range of student organizations.
- Coordinate the following large scale all-campus programs: Fireball and Welcome Week Movie on the Lawn.
- 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.
- Occasional summer hours (5-10 per month) will be required in order to assist with planning HUPB training. Scheduling is very flexible.
- Serve on Homecoming Committee from March-October (additional compensation provided).
- 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 Chair and Marketing Coordinator.
- 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 August in order to begin designing graphics for Fall Welcome Week.

Marketing Coordinator

- Collaborate with Chair 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.

Off-Campus Programmer

- 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 the following large scale all-campus program: Welcome Back Block Party.
- Coordinate volunteer needs for each event.
- Collaborate with Graphics Coordinators and Marketing Coordinator to implement timely and creative marketing efforts for events.

Weekend Entertainment Programmers (2 positions)

- Coordinate, promote, and implement one monthly weekend activity while classes are in session.
- Coordinate the following large scale all-campus programs: End of Semester Party and End of Year Party.
- 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 do-it-yourself (DIY) events (i.e. Collaging, Paint Night, Adopt a Plant, etc.). One homegrown 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.

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. One commuter 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.

Arts & Culture Programmer

- Coordinate, promote, and implement a diverse array of live entertainment offerings, such as poetry slams, comedians, musical acts, etc. One Arts & Culture 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.