

UNIVERSITY PROGRAM BOARD

EXECUTIVE APPLICATION

DEADLINE: FRIDAY, MARCH 26, 2010

Applications should be submitted to the Office of Student Life no later than 5:00pm.

366 Millennium Student Center

One University Boulevard

(314) 516-5921 PHONE, (314) 516-6747 FAX

Qualifications for Applicants

- Applicant must have completed a minimum of 12 credit hours at UMSL
- Applicant must have and maintain a cumulative GPA of 2.5 or higher
- Applicant must be available for work in St. Louis during the summer in addition to the academic year

Interviews & Training

- All applicants should sign up for an interview time when they submit their application to the Office of Student Life. Applicants not meeting the minimum qualifications will be contacted by the UPB Advisor.
- Interviews will take place on Friday, April 9 and Monday, April 12 in the Office of Student Life Conference Room, MSC.
- Applicants will be notified of their acceptance no later than May 1.
- Accepted applicants will participate in a required two-week training session beginning May 17. This training is mandatory.

Duties & Compensation

- All University Program Board Chairs are required to work between 10 and 20 office hours per week depending on their position
- Compensation includes an hourly wage

Questions?

If you have questions regarding the UPB selection process, please contact:

Jessica Long, Student Activities Coordinator
UMSL Office of Student Life
(314) 516-5202, longjessi@umsl.edu

Ashlee Young, Graduate Assistant
UMSL Office of Student Life
(314) 516-5555, stulifega1@umsl.edu

2010-2011



UM - St. Louis' official student programming board

Mission Statement

The purpose of the University Program Board shall be to present a varied series of educational, social, cultural, recreational, and entertainment programs which attempt to meet the diverse needs and interests of the University of Missouri - St. Louis community.

Focus & Goals

The focus of the programming structure is to foster an experience that nurtures development of the student. The advisor(s) will facilitate an experience that is productive and beneficial for the entire campus community while guiding the students' development. UPB will strive to provide a variety of programming and realizes that recognizing the whole person allows us to respond more accurately to the specific needs and interests of the student body.

Position Descriptions

Executive Chair: The Executive Chair will oversee the day to day operations of the University Program Board, serve as the official representative of UPB, and work with the advisor to ensure that UPB runs smoothly and effectively. The Executive Chair will oversee large-scale programs such as Mirthday and the World Lecture Series.

Administrative Chair: The Administrative Chair will oversee general office management, website maintenance, and historical documentation for the University Program Board. This individual will be the point person for Diversity Programs originating from UPB including but not limited to Women's History Month, Black History Month, World AIDS Day, etc.

Financial & Organizational Chair: The Financial & Organizational Chair is responsible for the maintenance of all UPB financial records and will provide current budget updates to UPB on a consistent basis. The Financial & Organizational Chair is the point person for the Experience St. Louis Series.

Programs Chair: The Programs Chair is responsible for the planning and implementation of diverse programming at UM - St. Louis including but not limited to social, educational, and recreational programs. The Programs Chair will also work in connection with Residential Life to create programs specifically geared toward supporting the residential population on campus.

Marketing/Advertising Chair: The Marketing/Advertising Chair will oversee all aspects of marketing and promoting University Program Board events and programs. This chair will encourage creative brainstorming to fuel extensive marketing and advertising strategies.



University Program Board

2010-2011 Application (Please type or print clearly)

DEADLINE: FRIDAY, March 26, 2010

Application should be submitted to the Office of Student Life no later than 5:00pm
366 MSC, One University Boulevard, (314) 516-5291 PHONE, (314) 516-6747 FAX

PERSONAL INFORMATION

Name: _____ Student ID#: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

E-mail: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

2010-2011 Status (circle one): Freshman Sophomore Junior Senior Graduate Student

Major/Field of Study: _____ Cumulative GPA: _____

Expected Date of Graduation: _____ 2010-2011 Estimated Total Credit Hours: _____

POSITION FOR WHICH YOU ARE APPLYING

Please mark an 'X' by the positions for which you would like to be considered.

Executive Chair

Administrative Chair

Financial & Organizational Chair

Programs Chair

Marketing/Advertising Chair



University Program Board

2010-2011 Application (Please type or print clearly)

ADDITIONAL CREDENTIALS

Please attach a detailed resume outlining your involvement in student activities at UMSL, your work experience, programming and other related skills.

Each applicant should come to their interview prepared to present a proposal/strategy around one of the attached scenarios depending on the positions they have applied for (see last page).

Please submit any other items that will give the selection committee a better understanding of your experiences and aspirations in relation to the position for which you are applying.

AUTHORIZING SIGNATURE

By signing below, you acknowledge that the Office of Student Life will verify your cumulative GPA at the University of Missouri-St. Louis, and understand that if you are selected for a position on the University Program Board that your cumulative GPA will be verified at the beginning of each semester.

Signature: _____ Date: _____
Print Name: _____ Student ID#: _____

I will attend the following training session:

May 17 - 28, 2010. Exact schedule will be set after the executive board selection progress. Please note that training will include an overnight, off-site training weekend. Please block your calendars accordingly.

By signing below, you acknowledge that the above sessions are required in order to be an executive board member for the University Program Board. Your signature verifies that you will attend all of the sessions. Applicants not able to attend these sessions will not be considered.

Signature: _____ Date: _____
Print Name: _____ Student ID#: _____

By signing below, you acknowledge that you are able to attend a weekly general meeting during the Fall 2010 & Spring 2011 semesters. Your signature verifies that you are aware of the mandatory general meeting requirement and will attend as an executive board member for the University Program Board.

Signature: _____ Date: _____
Print Name: _____ Student ID#: _____



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Presentation Instructions

Each applicant should come to their interview prepared to present a proposal/strategy pertaining to one of the following scenarios depending on the positions for which they have applied.

Event Planning Positions

(Executive Chair, Administrative Chair, Financial & Organizational Chair, Programs Chair)

Prepare a presentation and/or proposal outlining the strategies you would use to successfully plan and implement one of the following events, being as creative and as detailed as possible:

Expo: To be held in the Quad on the first Wednesday of the Fall Semester. Expo is an annual event at UMSL with the purpose of bringing the student organizations and campus departments together in an easily accessible environment for students to obtain information. Develop a strategy as to how you would bring this event to life.

Mirthday: Birthday is the signature event for the University Program Board. Birthday is an annual event occurring in April which rounds out a year of programming and concludes with the highly anticipated concert. Develop a detailed plan for this event that would maintain the event's integrity while making it unique to you. Explain the components necessary for successful implementation.

OR, you may develop your own event: Keep in mind that the event must be free and open to all UMSL students and should meet a need whether or expressed or implied by the student body.

Marketing Position

(Marketing/Advertising Chair)

Prepare a presentation and/or proposal outlining the marketing strategies you would use to successfully promote one of the following events, being as creative and detailed as possible.

Expo: To be held in the Quad on the first Wednesday of the Fall Semester. Expo is an annual event at UMSL with the purpose of bringing the student organizations and campus departments together in an easily accessible environment for students to obtain information. Events may include live music, food, and various interactive activities. The event is free and open to UMSL students, faculty, and staff.

Welcome Week Event Series: Welcome Week consists of a minimum of five different events held during the first week of classes at various times and locations on campus. Develop a unifying theme for the week and a detailed marketing strategy that would pull all of the various events together. Events for the week include social, educational, and entertainment-based programs and may include the Welcome Back Picnic, Expo, Drive-in Movie, Beach Party, etc.