

UNION PROGRAMMING COUNCIL

Student Member Position

APPLICATION for ASSOCIATE DIRECTOR POSITIONS Spring 2018



Position(s) you are applying for:

- ___ Associate Director of Community Service
- ___ Associate Director of Development
- ___ Associate Director of Marketing (Social Media)

Name: _____

Address: _____

Evening Telephone: _____ Daytime Telephone: _____

Student ID #: _____ E-Mail: _____

Major: _____ Cumulative G.P.A.: _____

Status: Freshman Sophomore Junior Senior Graduate Student

1. Please attach a resume that includes the following:
 - Related employment.
 - Leadership experiences at the University.
 - Community service.
 - Honors, awards, and achievements.
 - Other information you feel will be useful to the Selection Committee.
2. Please attach a cover letter that explains:
 - Your reasons for applying.
 - Goals you want to achieve through/for this specific board.
 - What you offer to your Board through your participation.
 - What you see this Board accomplishing this coming year.
3. If applying for graphic designer or photographer please bring a portfolio with you to the interview.
4. Applications must be submitted to Ashlee Christofferson in the Union Administration Room 255 no later than 5:00 p.m. on Friday, January 19, 2018. **Late applications will not be accepted.**
5. Interviews will be held the week of January 22nd. **You will sign up for an interview time when you turn in your completed application.** Notifications will be made no later than Friday, January 26, 2018.

On returning this signed application, you grant permission to the Union Board to verify that you are an enrolled student, making satisfactory academic progress toward a degree, and maintaining a satisfactory G.P.A. of 2.5 or higher, have earned no more than 150 undergraduate (50 graduate) credit hours, and are in good standing with the University upon signing this application. With your signature of acceptance, the University Student Records Office may be contacted each semester to verify your enrollment and academic performance.

Signature of Applicant

Date



Associate Director Responsibilities

Expectations:

Union Programming Council members are expected to be role models and leaders on the University of Utah Campus. Each member should conduct themselves in a professional manner and treat others with respect. All board members are expected to support Union Programming Council events by attending as many as possible.

Obligations:

- Attend all weekly board meetings
- Commit to at least **four** office hours per week
- Work closely with the other Directors and Associate Directors to fulfill responsibilities
- Attend UPC events put on by other boards
- Attend and volunteer at all Crimson Nights. If unable to attend you must notify Executive Director as well as your Director at least two weeks in advance.
- Attend a minimum of **two** UPC service events per semester.
- Attend all UPC General meetings. If unable to attend you must notify Executive Director as well as your Director at least two weeks in advance.
- Fulfill any other tasks and responsibilities assigned by either your Director or the Executive Director
- Collaborate with other boards within the Union Programming Council

If you would like more information regarding the responsibilities and tasks of the Associate Director position, or have any questions regarding each individual boards responsibilities or tasks please feel free to reach out to Ridley Heyrend at rheyrend@union.utah.edu.



Board Descriptions

Associate Director Spring 2018

Community Service Board:

The Community Service Board works to connect the Union to the community and campus through various service events planned throughout the year. Tasks and responsibilities include contacting various organizations throughout Salt Lake City to coordinate and plan service events, as well as brainstorming new ways to provide service to the student body.

Previous Programs:

- Family Fright Fest
- Food Drive for Finals
- Welcome Week
- Better U Drive

Development Board:

The two main roles of the Development Board are to raise funds for the Union Student Leadership Scholarship and to collect donations and prizes for other UPC boards to use for programming. Tasks and responsibilities include contacting businesses for donations as well as planning and coordinating fundraising events throughout the year.

Previous Programs:

- Union Scholarship Celebration
- Spring Fever
- Fantastic Beasts and Where To Find Them prescreening

Marketing Board:

The Marketing Board is in charge of graphic design, distribution, advertising, and spreading the word around campus about every event as well as promoting the UPC brand name. Tasks and responsibilities range from designing posters and other marketing materials to taking pictures at events and posting pictures and reminders of event dates and locations on social media platforms.

Social Media

- Post on social media outlets each week to keep a constant presence on social media.
- Distribute posters and other marketing materials throughout campus.
- Innovate new marketing techniques and ways to increase brand awareness on social media.
- Work closely with the Director of Marketing to ensure all deadlines are met and that the exposure for all events is satisfactory.