

UAB

MICHIGAN STATE
university activities board
2015-2016 Position Descriptions

General Duties and Responsibilities

1. Attend all Weekly UAB Member meetings
2. Attend all weekly UAB Director meetings every Friday from 3:00pm-5:00pm to keep all team members informed of your position details
3. Meet weekly with designated Advisor
4. Consistently attend UAB events and support the UAB philosophy and team
5. Maintain event files and UAB calendars
6. Recruit and maintain a committee of volunteers who meet weekly
7. Serve as support for other Directors during events
8. Serve as primary support for other Directors during large event programming
9. Assist with additional large-scale events as needed (all hands on deck events such as Sib & Kids Weekend)
10. Market and promote your events using multiple media (i.e. posters, Facebook, handbills, etc.)
11. Abide by marketing deadlines established by Marketing Communications
12. Communicate with advisors and UAB Directors throughout the summer
13. Participate in planning and coordination of U-Fest (specific responsibilities to be assigned)
14. Develop, implement and execute programming; including seeking new partnerships with student organizations, University departments, and community groups, as well as maintaining programs that have been successfully planned in the past
15. Other responsibilities as designated by position description (see below) and by UAB advisors

In addition, each position shall oversee and coordinate specific activities at the discretion of the Board. Each position requires approximately 15 - 20 hours per week in accomplishing their prescribed duties, and shall have at least 8 of these as regularly scheduled office and meeting hours during regular business hours.

For fulfilling the above responsibilities, each position shall be paid of \$1,600 per semester.

Requirements for All Director Positions

You *must* be a registered full-time (min 12 credits) undergraduate student at Michigan State University and **maintain a minimum GPA of 2.5.**

1. You *must* be available August 2015 (dates: TBD) for an intensive training session. You must also be available August 28 - August 31, 2015 for Welcome Week activities/events. You *must* also be available the *entire* academic year (fall and spring semesters). In addition, Directors **need to be available for three Arts and Crafts Shows (May 15 - 17, 2015; December 4 - 6 2015; and May 20 - 22, 2016).**
2. After you are selected, you *must* participate in the UAB training program expected to be scheduled for April 26th at 1:00pm – 4:00pm.
3. You **may not hold another major leadership position** on campus (i.e. Resident Assistant, Intercultural Aide, ASMSU, or RHA executive board) during the year in which you are selected to serve as a UAB Director. If you have a concern regarding an upcoming leadership position with another organization, please seek clarification during your interview or by talking with an advisor of the University Activities Board.

UAB Director Positions

Listed below are descriptions about the major aspects and responsibilities of each position on top of the general duties and responsibilities. These lists are by no means complete or inclusive. These lists are meant to be a starting point for each position and additional responsibilities may be generated throughout the year. **Note: The chairperson will also serve as the Human Resources Director.**

Chairperson and Human Resources

- Serve as UAB's Executive Director
- Contribute to the success of all programs and activities, and participate in managing the overall functions of UAB
- Chair all weekly UAB weekly meetings and Director meetings
- Facilitate teambuilding and leadership training with directors and members
- Act as UAB's spokesperson and maintain open channels of communication with constituents from every aspect of campus life
- Represent UAB on university wide committees including the MSU Union/UAB Advisory Board
- Responsible for recruitment endeavors including but not limited to: UAB open houses, recruitment tables, advertisements, and emails
- Collaborate on the Women's Leadership Conference with the Women's Resource Center
- Develop the annual end of the year banquet
- Plan social "before and after" meeting activities
- Responsible for coordinating UAB Alumni efforts
- Coordinate Homecoming Banner for the Homecoming Parade
- Collaborate with other Directors to select dates and programs

Arts Director

- Program bi-weekly craft nights in the MSU Union
- Coordinate craft event partnerships with MSU student organizations/departments
- Coordinate student art exhibit and/or other artistic event opportunities
- Support Assistant Manager with coordination of the annual Holiday and Spring Arts & Craft Shows by recruiting and scheduling volunteers
- Collaborate with other Directors to select dates and programs

Marketing Director

- Prepare monthly calendars for distribution
- Promote UAB organization as a whole through tabling, give away, etc.
- Prepare and send weekly UAB list-serve
- Coordinate and maintain social media promotions and campaigns, utilizing Facebook, Twitter, Instagram, and other social media for UAB and UAB events
- Assist other UAB Directors with marketing promotions
- Coordinate UAB's participation in resource fairs
- Collaborate with other Directors to select dates and programs

Multicultural Director

- Program the MSU Drag Show in partnership with RHA and other collaborators
- Partner with the Global Festival Committee to program an activity or other part as deemed by the committee
- Participate in MLK Celebration Planning Committee
- Program three or more additional cultural/social justice oriented events such as AIDS Day, PRIDE Week, Coming Out Day
- Seek other co-sponsorship and campus-wide celebrations and opportunities
- Collaborate with other Directors to select dates and programs

Films Director

- Coordinate films to be shown at Campus Center Cinemas in partnership with RHA and Campus Center Cinemas Coordinator

- Seek and coordinate sneak previews
- Update movie slides and signs on a weekly basis
- Meet regularly with RHA films coordinator and Campus Center Cinemas coordinator
- Appear at Campus Center Cinemas at least 8 night per month
- Recruit volunteers to help with weekly films related projects
- Create marketing events and/or campaigns promoting Campus Center Cinemas
- Program a student film festival in the Spring Semester
- Coordinate film partnership applications/opportunities
- Review and keep to RHA/UAB Campus Center Cinemas Agreement\
- Collaborate with other Directors to select dates and programs

Music Director

- Coordinate, contact, and schedule free music in the MSU Union during the lunch hour (minimum bi-weekly) and Open Mic Night in the evenings (minimum bi-weekly).
- Attempt to program two large annual concerts and work with Wharton Center staff. The director is encouraged to partner with RHA and/or ASMSU.
- Seek and coordinate musical entertainment partnerships
- Plan one music related event each semester (other than the large concert partnerships)
- Collaborate with other Directors to select dates and programs

Spirit & Traditions Director

- Program Homecoming week of events, which may include Sounds of Homecoming, Hayrides and History, etc.
- Serve on the University wide Homecoming Committee with the MSU Alumni Association
- Program Sibs & Kids Weekend and seek out partnerships for the weekend of events
- Program Senior Week and seek out partnerships for the week of events
- Collaborate with other Directors to select dates and programs

Event Director (4 positions)

- Program weekend/late night events (approximately 4 events in the fall and 4 events in the spring)
- Collaborate with other Directors to select dates and programs
- Seek out partnerships for events