

VALPARAISO UNIVERSITY, HARRE UNION JOB DESCRIPTION

PROGRAMS AND PROJECT LEADER

Job Summary: The Programs and Project Leader is responsible for creation and planning related to Union programming. He/she will be responsible for maintaining a yearly recreational calendar (with the support of the Campus Recreation Office) for the Games Area, as well as managing a number of recreational leagues in the space. Additionally, he/she will assist with general Union programming, including weekly programming (Talent Tuesdays, Thespian Thursdays, Documentary Series) and special monthly programming. A basic understanding of marketing and public relations to advertise services and events is preferred.

This leader will work closely with the Employee Relations Board and Senior Area Leaders to plan all student employee appreciation programming for the entire Harre Union student staff. This includes monthly programming, as well as weekly recognition of staff members, and the Employee of the Month program. The person in this position will also serve as the chair of the Employee Relations Board.

The Programs and Project Leader will serve as a member of the Leadership Team, assisting with large-scale planning for staff hiring, selection, training and continued development. Additionally, this manager must hold regular office hours and meet with the Leadership Team on a regular basis, in addition to working weekly shifts at both desks.

Learning Outcomes:

As a result of serving as the Programs and Project Leader, students will be able to:

- Describe the Role of the College Union in relation to the Harre Union Mission statement and the importance of student employees in relation to building management.
- Understand thoroughly the day-to-day operations of the 202,000 square foot Union, including physical facility's needs, as well as staff resources and roles.
- Execute quality customer service skills when working with a variety of customers and collaborating with a number of on and off-campus offices.
- Communicate messages through a variety of written and verbal formats to a variety of staff and campus constituents.
- Apply knowledge of event programming and marketing to create and execute a diverse mix of programming.
- Conduct and evaluate a wide-range of programs and staff trainings.

Core Competencies:

This position is related to the following ACUI Core Competencies:
Communication, Leadership, Marketing, Planning

Supervision: This position reports directly to the Assistant Director of the Harre Union.

Hours: Approximately 10-15 hours per week. Minimum of 6-8 office hours a week plus miscellaneous project time and possible coverage of various staff shifts. Evening and Weekend hours required to attend and staff Union programming events.

Qualifications:

1. The leader must hold and maintain a minimum of a 2.5 cumulative GPA
2. The leader must hold at least a sophomore class standing at Valparaiso University at the time of application.
3. Experience in Union staff is preferred, but not required. Current Union staff or outside students are encouraged to apply.

4. Must be in good standing with the University.
5. Punctual, dependable, professional and adaptable.
6. Displays quality attention to detail and ability to prioritize and multi-task.
7. Ability to work independently with little supervision, as well as part of a team with other Union staff
8. Effective communication skills, both written and verbal.
9. Willingness to work and learn.
10. CPR and First Aid Certified (Training Provided)
11. The leader must have the ability and willingness to work weekdays, evenings, and weekends.

Responsibilities:

Union Programming Responsibilities

- Manage general Union programming calendar, totaling over 60 programs in an academic year.
- Coordinate all logistics for general Union Weekly Programming including Talent Tuesdays, Thespian Thursdays, Markets, and Documentary Series.
- Plan 1-2 larger, collaborative campus-wide events each month to include items such as lectures, educational opportunities, and social activities.
- Finalize all programming logistics including timeline of events, catering orders, prizes, organization and marketing (creation and distribution of publicity) for all Union events.
- Coordinate staffing for events, working with small team of programmers to manage large calendar of events throughout the year. Some supervision possibly required.
- Develop annual recreation calendar in collaboration with Campus Recreation office for Games Area including one event each month throughout the academic year.
- Organize and execute table tennis, billiards and other games area leagues.
- Assist with coordination of marketing and promotions for the Games Area and its services; work with Office of Integrated Marketing and Communications and Union Graphic Artist.

Student Employee Appreciation Programming

- Chair the Employee Relations Board, a board comprised of 7 current Harre Union Staff members, focused on employee satisfaction. Manage meetings and online ERB resource site.
- Plan and run monthly Student Appreciation programs and/or events in collaboration with Employee Relations Board.
- Plan and run a structured Employee of the Month program.
- Plan and run a structured weekly employee recognition program.
- Assist with development of staff professional development programming.

Other

- Work with the Assistant Director to manage the large scale Informational Resources, such as the Harre Union Google Site, website and social media accounts.
- Hold scheduled weekly office hours, accumulating to at least six-eight hours total per week.
- Meet bi-weekly with the Assistant Director.
- Attend and appropriately staff all Union programming events (as class schedule allows) throughout week and weekend.
- Work with Union professional staff on special projects as assigned/needed.