



Student Union Programming Board  
Job Description  
Vice President for Programming

To apply for this position, one must:

\*Currently have and maintain a minimum 2.5 cumulative GPA

\*Have been actively involved as an SUPB member for at least one semester.

\*Adhere to principles of agreement and be informed of the level of commitment before applying.

Meeting Commitments:

1. Facilitate weekly Executive Board meetings at a time that is convenient for all attendees.
2. Facilitate weekly General Member meetings on Tuesdays at 9:00.
3. Meet individually with all members of the Executive Board.
4. Attend weekly Student Union Executive Board Meetings.
5. Attend weekly Senate Meetings.
6. Attend weekly meetings with advisor.
7. Attend individual committee meetings as often as possible.
8. Maintain 6 office hours in the Student Union Office weekly.

Specific Responsibilities:

1. Transition the newly selected replacement before he or she begins for the year.
2. Provide leadership for the Executive Board and General members of SUPB.
3. Provide leadership for the long-term goals and strategy for SUPB.
4. Develop a calendar of SUPB events, including dates, times, facilities, and cost each semester (subject to board approval). This calendar should be updated regularly. Advisors should be notified of all changes as they happen.
5. Maintain goals and projects for the Student Union as necessary.
6. Ensure that quality events are being planned for at least two weekend nights (Thursday, Friday, and Saturday) that school is in session and attend as many as possible.
7. Transition the newly selected Vice-President for Programming.
8. Represent the organization in any official capacity, unless his/her delegate is chosen.
9. Check the [SUPB@jcu.edu](mailto:SUPB@jcu.edu) e-mail address and SUPB voicemail daily.
10. Coordinate (with the Assistant Director of Student Activities) the Executive Board Selection Process annually.
11. Work with the Executive Board to ensure that all events, promotions, meetings, etc are inclusive to all students on campus
12. Work towards collaboration with other organizations.
13. Manage the jukebox in the atrium.
14. Manage the sound equipment, including usage, reservations, and trainings.
15. Use OrgSync for membership, communications, forms, and continue finding new ways to use the program.
16. Must assist the Promotions Coordinator by "Blitzing" for a minimum of 3 events each semester. Both the Promotions Coordinator and the VPP must sign you off on this.

General Responsibilities:

1. Support fellow board members by attending additional SUPB events.
2. Volunteer for at least one event during Homecoming and support the planning of Winter Formal and Spring Concert.
3. Assist executive and committee members in the execution of their events if necessary.
4. Check personal email daily.
5. Check SUPB mailbox daily.
6. Attend all SUPB and OSA leadership events.
7. Keep organized records of all planning, receipts, reimbursements, etc for file in the Student Activities Office for later evaluation.
8. Perform other duties as assigned or deemed necessary by the Assistant Director of Student Activities or the Graduate Assistant.
9. Responsible for finding a replacement, approved by the Board, in case of resignation. Board must be given one month notice prior to resignation.



Student Union Programming Board  
Job Description  
Major Events Coordinator

To apply for this position, one must:

\*Currently have and maintain a minimum 2.5 cumulative GPA.

\*Have been actively involved as an SUPB member for at least one semester.

\*Adhere to principles of agreement and be informed of the level of commitment before applying.

Meeting Commitments:

1. Attend weekly Executive Board meetings at a time that is convenient for all attendees.
2. Attend General Member meetings on Tuesdays at 9:00 when necessary in order to inform members about major events, or at least once a month.
3. Attend weekly meetings with advisor.
4. Attend bi-weekly Major Events committee meetings as necessary.
5. Meet with chairs of major events as necessary.
6. Meeting individually with the Vice President for Programming at least once per week.
7. Maintain one office hour in the SUPB office weekly.

Specific Responsibilities:

1. Transition the newly selected replacement before he or she begins for the year.
2. Oversee the planning and implementation of the following major events: Homecoming, Winter Formal, and Spring Concert.
3. Work with Advisor to choose Major Events chairs and committees.
4. Act as a student liaison between SUPB and the University for the Major Events.
5. Follow a constructive timeline regarding deadlines for selections processes.
6. Complete Event Evaluations with the help of all committee chairs for the major events. (To be turned into the Office of Student Activities within two weeks after the completion of the major events).
7. Attend all General and University meetings and events pertaining to Homecoming, Winter Formal, and Spring Concert.
8. Must assist the Promotions Coordinator by "Blitzing" for a minimum of 3 events each semester. Both the Promotions Coordinator and the VPP must sign you off on this.

General Responsibilities:

1. Support fellow board members by attending additional SUPB events whenever possible (minimum 4 events per semester).
2. Volunteer for at least one event during Homecoming and support the planning of Winter Formal and Spring Concert.
3. Assist executive and committee members in the execution of their events if necessary.
4. Check personal email daily.
5. Check SUPB mailbox daily.
6. Attend all SUPB and OSA leadership events.
7. Keep organized records of all planning, receipts, reimbursements, etc for file in the Student Activities Office for later evaluation.
8. Perform other duties as assigned or deemed necessary by the Assistant Director of Student Activities or the Graduate Assistant.
9. Responsible for finding a replacement, approved by the Board, in case of resignation. Board must be given one month notice prior to resignation.



Student Union Programming Board  
Job Description  
Major Events Finance Coordinator

To apply for this position, one must:

\*Currently have and maintain a minimum 2.5 cumulative GPA

\*Adhere to principles of agreement and be informed of the level of commitment before applying.

Meeting Commitments:

1. Attend weekly Executive Board meetings at a time convenient for all attendees.
2. Attend General Member meetings on Tuesdays at 9:00 when necessary in order to inform members about major events, or at least once a month.
3. Attend bi-weekly Major Events Committee meetings.
4. Attend all meetings with the Homecoming, Winter Formal, and Concert committees.
5. Attend meetings with Advisor as necessary.
6. Meet individually with the Vice President for Programming at least once a month.
7. Maintain one office hour in the SUPB office weekly.

Specific Responsibilities:

1. Transition the newly selected replacement before he or she begins for the year.
2. Work with the Vice President for Programming and Advisor to set budgets for all major events.
3. Work with all members of Homecoming, Winter Formal, and Concert Committees to process all financial paperwork including check requests or follow up that it has been properly processed in a timely manner.
4. Make sure that all finances are updated as needed to the Finance Coordinator.
5. Submit a completed budget after each event to the Finance Coordinator, Vice President for Programming, and Advisor.
6. Present a weekly budget breakdown to the Major Events committee.
7. Keep good communication with respective committee members to ensure that they are updating their expenses weekly.
8. Transition the newly chosen student into the position at the end of your term.
9. Must assist the Promotions Coordinator by "Blitzing" for a minimum of 3 events each semester. Both the Promotions Coordinator and the VPP must sign you off on this.

General Responsibilities:

1. Support fellow board members by attending additional SUPB events whenever possible (minimum 4 events per semester).
2. Volunteer for at least one event during Homecoming and support the planning of Winter Formal and Spring Concert.
3. Assist executive and committee members in the execution of their events if necessary
4. Check personal email daily.
5. Check SUPB mailbox daily.
6. Attend all SUPB and OSA leadership events.
7. Keep organized records of all planning, receipts, reimbursements, etc for file in the Student Activities Office for later evaluation.
8. Perform other duties as assigned or deemed necessary by the Assistant Director of Student Activities or the Graduate Assistant.
9. Responsible for finding a replacement, approved by the Board, in case of resignation. Board must be given one month notice prior to resignation.



Student Union Programming Board  
Job Description  
Finance Coordinator

To apply for this position, one must:

\*Currently have and maintain a minimum 2.5 cumulative GPA

\*Adhere to principles of agreement and be informed of the level of commitment before applying.

Meeting Commitments:

1. Attend weekly Executive Board meetings at a time that is convenient for all attendees.
2. Attend General Member meetings on Tuesday at 9:00pm at least once a month.
3. Attend two meetings per month with advisor.
4. Meeting individually with the Vice President for Programming at least twice a month.
5. Maintain one office hour in the SUPB office weekly.

Specific Responsibilities:

1. Transition the newly selected replacement before he or she begins for the year.
2. Work with the Assistant Director of Student Activities and the Vice President for Programming to set budgets for all events each semester (subject to Executive Board approval).
3. Ensure that all Coordinators are turning in budget forms in a timely manner.
4. Check the Event Planner Guides each week for budgeting purposes
5. Process all financial paperwork including check requests or follow up that it has been properly processed in a timely manner.
6. Make sure that all finances are updated weekly on Blackboard. ? WHAT IS THIS?
7. Submit a completed budget after each week to the sharefile.
8. Present a weekly budget breakdown to the Executive Board.
9. Serve as SUPB financial liaison to Student Union (work with the VP of Business Affairs).
10. Attend any Banner and OrgSync training sessions as necessary.
11. Explore utilizing software to track budgets.
12. Transition the newly selected replacement before he or she begins for the year.
13. Work with Major Events Finance Coordinator to incorporate the Major Events budgets into the overall SUPB budget.
14. Be responsible for all P-card usage.
15. Must assist the Promotions Coordinator by "Blitzing" for a minimum of 3 events each semester. Both the Promotions Coordinator and the VPP must sign you off on this.

General Responsibilities:

1. Support fellow board members by attending additional SUPB events whenever possible (minimum 4 events per semester).
2. Volunteer for at least one event during Homecoming and support the planning of Winter Formal and Spring Concert.
3. Assist executive and committee members in the execution of their events if necessary
4. Check personal email daily.
5. Check SUPB mailbox daily.
6. Attend all SUPB and OSA leadership events.
7. Keep organized records of all planning, receipts, reimbursements, etc. for file in the Student Activities Office for later evaluation.
8. Perform other duties as assigned or deemed necessary by the Assistant Director of Student Activities or the Graduate Assistant.
9. Responsible for finding a replacement, approved by the Board, in case of resignation. Board must be given one month notice prior to resignation.



Student Union Programming Board  
Job Description  
Events Coordinator (On and Off Campus)

To apply for this position, one must:

\*Currently have and maintain a minimum 2.5 cumulative GPA

\*Adhere to principles of agreement and be informed of the level of commitment before applying.

Meeting Commitments:

1. Attend weekly Executive Board meetings at a time that is convenient for all attendees.
2. Attend weekly General Member meetings on Tuesday at 9:00.
3. Attend weekly meetings with advisor.
4. Meeting individually with the Vice President for Programming at least once per month.
5. Maintain one office hour in the SUPB office weekly.

Specific Responsibilities:

1. Transition the newly selected replacement before he or she begins for the year.
2. Oversee the planning and implementation of several events each semester as assigned.
3. Events must be creative, innovative, and go above and beyond.
4. Serve as the point person for your events and oversee all food and catering needs, and room set-up and take down.
5. Be trained and knowledgeable about how to use the sound system.
6. Prepare an efficient Event Evaluation and Budget Sheet and submit them to the OSA and Finance Coordinator (respectively) for all events by the Monday following your event.
7. Select helpers or at least one general member to assist in the implementation of every event to ensure general member involvement and learning.
8. Make certain that pictures are being taken at all above events and sent to the Multimedia Coordinator.
9. Inform the publicity committee of all details of your event in a timely manner by using the Event Planner Guides and make sure to update the Event Planner Guide when event details change.
10. Must assist the Promotions Coordinator by "Blitzing" for a minimum of 3 events each semester. Both the Promotions Coordinator and the VPP must sign you off on this.

General Responsibilities:

1. Support fellow board members by attending additional SUPB events whenever possible (minimum 4 events per semester).
2. Volunteer for at least one event during Homecoming and support the planning of Winter Formal and Spring Concert.
3. Assist executive and committee members in the execution of their events if necessary.
4. Check personal email daily.
5. Check SUPB mailbox daily.
6. Attend all SUPB and OSA leadership events.
7. Keep organized records of all planning, receipts, reimbursements, etc for file in the Student Activities Office for later evaluation.
8. Perform other duties as assigned or deemed necessary by the Assistant Director of Student Activities or the Graduate Assistant.
9. Responsible for finding a replacement, approved by the Board, in case of resignation. Board must be given one month notice prior to resignation.



Student Union Programming Board  
Job Description  
Unity and Diversity Events Coordinator

To apply for this position, one must:

\*Currently have and maintain a minimum 2.5 cumulative GPA.

\*Adhere to principles of agreement and be informed of the level of commitment before applying.

Meeting Commitments:

1. Attend weekly Executive Board meetings at a time convenient for all attendees.
2. Attend weekly General Member meetings on Tuesdays at 9:00.
3. Attend weekly meetings with advisor.
4. Meeting individually with the Vice President for Programming at least once per month.
5. Maintain one office hour in the SUPB office weekly.

Specific Responsibilities:

1. Transition the newly selected replacement before he or she begins for the year.
2. Oversee the planning and implementation of several events, predominantly, but not limited to multicultural events.
3. Review other events and make sure that others on the Events Committee are promoting inclusivity throughout their planning.
4. Events must be creative, innovative, and go above and beyond.
5. Serve as the point person for your events and oversee all food and catering needs, and room set-up and take down.
6. Be trained and knowledgeable about how to use the sound system.
7. Prepare an efficient Event Evaluation and Budget Sheet and submit them to the OSA and Finance Coordinator (respectively) for all events by the Monday following your event.
8. Select helpers or at least one general member to assist in the implementation of every event to ensure general member involvement and learning.
9. Help ensure that more diverse activities (those that appeal to a wide range of students) are sponsored by SUPB.
10. Provide feedback and suggestions at SUPB meetings on proposed activities and provide some insight on how these activities might be perceived by students of color on campus.
11. Promote collaboration among SUPB and student cultural organizations on campus-wide events by working with the VPP.
12. Meet once a month with a representative from the Office of Multicultural Affairs to discuss issues of interest and concern.
13. Be a visible participant of the SUPB- in an effort to encourage other students of color to become involved with campus-wide events and activities, with SUPB and Student Union.
14. Make certain that pictures are being taken at all above events and sent to the Multimedia Coordinator.
15. Inform the publicity committee of all details of your event in a timely manner by using the Event Planner Guides and make sure to update the Event Planner Guide when event details change.
16. Must assist the Promotions Coordinator by "Blitzing" for a minimum of 3 events each semester. Both the Promotions Coordinator and the VPP must sign you off on this.

General Responsibilities:

1. Support fellow board members by attending additional SUPB events whenever possible (minimum 4 events per semester).
2. Volunteer for at least one event during Homecoming and support the planning of Winter Formal and Spring Concert.
3. Assist executive and committee members in the execution of their events if necessary.
4. Check personal email daily.
5. Check SUPB mailbox daily.
6. Attend all SUPB and OSA leadership events.
7. Keep organized records of all planning, receipts, reimbursements, etc for file in the Student Activities Office for later evaluation.
8. Perform other duties as assigned or deemed necessary by the Assistant Director of Student Activities or the Graduate Assistant.
9. Responsible for finding a replacement, approved by the Board, in case of resignation. Board must be given one month notice prior to resignation.



Student Union Programming Board  
Job Description  
Internal Affairs Coordinator

To apply for this position, one must:

\*Currently have and maintain a minimum 2.5 cumulative GPA.

\*Adhere to principles of agreement and be informed of the level of commitment before applying.

Meeting Commitments:

1. Attend weekly Executive Board meetings at a time convenient for all attendees.
2. Attend weekly General Member meetings on Tuesdays at 9:00.
3. Attend weekly Publicity Meeting at a time convenient for all attendees and meet with advisor during that time.
4. Meeting individually with the Vice President for Programming at least once per month.
5. Maintain one office hour in the SUPB office weekly.

Specific Responsibilities:

1. Transition the newly selected replacement before he or she begins for the year.
2. Assist in the development and execution of a plan to promote a positive image of SUPB.
3. Develop an open line of communication between SUPB and other areas of John Carroll University (i.e. the Student Body, organizations, and administrators).
4. Take Minutes at Executive Board Meetings and send to Board weekly, then keep copy of minutes in an organized fashion.
5. Assist the Human Resources Coordinator in creating and implementing a general retention plan.
5. Communicate directly with committee members and recognize their involvement.
6. Record attendance and points at general member meetings and keep track of all General Member information.
7. Plan activities and treats (food) for General Member meetings.
8. Run the "Social Media Station" at General Member meetings when the Website Coordinator or Multimedia Coordinator are not in attendance.
9. Keep track of "general member cards" and make sure to give small prize to each person that fulfills ten punches (or to enter them into the end of the year raffle).
10. Continue to update SUPB's OrgSync account and send out weekly meetings to remind members to attend the meetings.
11. Plan and implement SUPB's end of the semester appreciation meeting (invite all members who have attended three or more meetings).
12. Come up with creative ways to recognize outstanding executive and general members throughout the year and especially at the end of each semester (Door decorations for members, birthday cards and recognition weekly or monthly).
13. Oversee and run the SUPB Point System and coordinate with the Website Coordinator to post them online (website and OrgSync). Present weekly updates on the forerunners of points and present prizes of choice to winner at the end of each semester.
14. Keep in close contact with the event coordinators to ensure organization and timely execution of publicity for each event.
15. Must assist the Promotions Coordinator by "Blitzing" for a minimum of 3 events each semester. Both the Promotions Coordinator and the VPP must sign you off on this.

General Responsibilities:

1. Support fellow board members by attending additional SUPB events whenever possible (minimum 4 events per semester).
2. Volunteer for at least one event during Homecoming and support the planning/implementation of Winter Formal and Spring Concert.
3. Assist executive and committee members in the execution of their events if necessary.
4. Check personal email daily.
5. Check SUPB mailbox daily.
6. Attend all SUPB and OSA leadership events.
7. Keep organized records of all planning, receipts, reimbursements, etc for file in the Student Activities Office for later evaluation.
8. Perform other duties as assigned or deemed necessary by the Assistant Director of Student Activities or the Graduate Assistant.
9. Responsible for finding a replacement, approved by the Board, in case of resignation. Board must be given one month notice prior to resignation.



Student Union Programming Board  
Job Description  
Human Resources Coordinator

To apply for this position, one must:

\*Currently have and maintain a minimum 2.5 cumulative GPA.

\*Adhere to principles of agreement and be informed of the level of commitment before applying.

Meeting Commitments:

1. Attend weekly Executive Board meetings at a time convenient for all attendees.
2. Attend General Member meetings on Tuesday at 9:00pm at least once a month
3. Attend weekly Publicity Meeting at a time convenient for all attendees and meet with advisor during that time
4. Meeting individually with the Vice President for Programming at least once per month.
5. Maintain one office hour in the SUPB office weekly.

Specific Responsibilities:

1. Transition the newly selected replacement before he or she begins for the year.
2. Assist in the development and execution of a plan to promote a positive image of SUPB.
3. Develop an open line of communication between SUPB and other areas of John Carroll University (i.e. the Student Body, organizations, and administrators).
4. Assist the Internal Affairs Coordinator in creating and implementing a general retention plan
5. Assist in planning and implementing SUPB's end of the semester appreciation meeting
6. Constantly evaluate the Board and our events as a whole through a bi-annual all campus survey.
7. Coordinate tables at Summer and Fall Involvement Fairs.
8. Create and update poster boards, flyers, brochures, giveaways, etc for Summer and Fall Involvement fairs.
9. Create an "All-You-Need-To-Know" flyer for new members
10. Responsible for double checking all media outlets and making sure all information is relevant, updated, graphically pleasing, and presented effectively and informing necessary coordinators if changes are needed.
11. Must assist the Promotions Coordinator by "Blitzing" for a minimum of 3 events each semester. Both the Promotions Coordinator and the VPP must sign you off on this.

General Responsibilities:

1. Support fellow board members by attending additional SUPB events whenever possible (minimum 4 events per semester).
2. Volunteer for at least one event during Homecoming and support the planning/implementation of Winter Formal and Spring Concert.
3. Assist executive and committee members in the execution of their events if necessary
4. Check personal email daily.
5. Check SUPB mailbox daily.
6. Attend all SUPB and OSA leadership events.
7. Keep organized records of all planning, receipts, reimbursements, etc for file in the Student Activities Office for later evaluation.
8. Perform other duties as assigned or deemed necessary by the Assistant Director of Student Activities or the Graduate Assistant.
9. Responsible for finding a replacement, approved by the Board, in case of resignation. Board must be given one month notice prior to resignation.



Student Union Programming Board  
Job Description  
Promotions Coordinator

To apply for this position, one must:

\*Currently have and maintain a minimum 2.5 cumulative GPA

\*Adhere to principles of agreement and be informed of the level of commitment before applying.

Meeting Commitments:

1. Attend weekly Executive Board meetings at a time that is convenient for all attendees.
2. Attend weekly General Member meetings on Tuesday at 9:00.
3. Attend weekly Publicity Meeting at a time convenient for all attendees and meet with advisor during that time
4. Meeting individually with the Vice President for Programming at least once per month.
5. Maintain one office hour in the SUPB office weekly.

Specific Responsibilities:

1. Transition the newly selected replacement before he or she begins for the year.
2. Assist the Human Resources Coordinator and Internal Affairs Coordinator with the retention plan as well as recruiting new members
3. Check the Event Planner Guides each week for "blitzing" information and marketing ideas
4. Work with Admissions to make sure that SUPB is represented in a positive way to all prospective students.
5. Assist in creation of SUPB promotion materials (Specifically general member items and Fall orientation giveaways)
6. Create or update creative and informational recruitment videos for SUPB recruitment and advertising purposes
7. Continue to create new and innovative publicity for all events.
8. Continuously update and maintain the window in the SUPB/ Greek Life meeting room.
9. Order all publicity supplies, including blitz giveaways, and keep at least one item from each blitz for record.
10. Coordinate alternative publicity (sidewalk chalk, window paint, steps, etc.).
11. Submit CD's to the radio station, WJCU.
12. Submit budget updates for Publicity items to the Finance Coordinator regularly.
13. Assist in promoting a positive image of SUPB.
14. Keep in close contact with the event coordinators to ensure organization and timely execution of publicity for each event.
15. Must assist the Promotions Coordinator by "Blitzing" for a minimum of 3 events each semester. Both the Promotions Coordinator and the VPP must sign you off on this.

General Responsibilities:

1. Support fellow board members by attending additional SUPB events whenever possible (minimum 4 events per semester).
2. Volunteer for at least one event during Homecoming and support the planning of Winter Formal and Spring Concert.
3. Assist executive and committee members in the execution of their events if necessary
4. Check personal email daily.
5. Check SUPB mailbox daily.
6. Attend all SUPB and OSA leadership events.
7. Keep organized records of all planning, receipts, reimbursements, etc for file in the Student Activities Office for later evaluation.
8. Perform other duties as assigned or deemed necessary by the Assistant Director of Student Activities or the Graduate Assistant.
9. Responsible for finding a replacement, approved by the Board, in case of resignation. Board must be given one month notice prior to resignation.



Student Union Programming Board  
Job Description  
Print-Media Coordinator

To apply for this position, one must:

\*Currently have and maintain a minimum 2.5 cumulative GPA

\*Adhere to principles of agreement and be informed of the level of commitment before applying.

Meeting Commitments:

6. Attend weekly Executive Board meetings at a time that is convenient for all attendees.
7. Attend weekly General Member meetings on Tuesday at 9:00
8. Attend weekly Publicity Meeting at a time convenient for all attendees and meet with advisor during that time
9. Meeting individually with the Vice President for Programming at least once per month.
10. Maintain one office hour in the SUPB office weekly.

Specific Responsibilities:

1. Transition the newly selected replacement before he or she begins for the year.
2. Develop creative professional freelanced posters to promote SUPB.
3. Design creative publicity for SUPB events while working closely with the Event Coordinators and Publicity Coordinator
4. Check the Event Planner Guides each week for marketing and event information
5. Be trained in Microsoft Publisher or other programs to ensure that publicity design is creative and innovative.
6. Create an ad or communicate with the Carroll News to put events on "Campus Calendar" each week
7. Work with general members to create posters (FYI, Lobby, and atrium) for residence halls and campus bulletin boards.
8. Work with the Publicity Committee and Advisor to develop new and innovative forms of publicity.
9. Create / Oversee the production of Stall Seats once each month and be responsible for making sure they are hung up.
10. Both the VPP and the Advisor must approve all print media, specifically flyers and Stall Seats, before being hung up.
11. Assist in promoting a positive image of SUPB.
12. Keep in close contact with the event coordinators to ensure organization and timely execution of publicity for each event.
13. Must assist the Promotions Coordinator by "Blitzing" for a minimum of 3 events each semester. Both the Promotions Coordinator and the VPP must sign you off on this.

General Responsibilities:

1. Support fellow board members by attending additional SUPB events whenever possible (minimum 4 events per semester).
2. Volunteer for at least one event during Homecoming and support the planning of Winter Formal and Spring Concert.
3. Assist executive and committee members in the execution of their events if necessary.
4. Check personal email daily.
5. Check SUPB mailbox daily.
6. Attend all SUPB and OSA leadership events.
7. Keep organized records of all planning, receipts, reimbursements, etc for file in the Student Activities Office for later evaluation.
8. Perform other duties as assigned or deemed necessary by the Assistant Director of Student Activities or the Graduate Assistant.
9. Responsible for finding a replacement, approved by the Board, in case of resignation. Board must be given one month notice prior to resignation.



Student Union Programming Board  
Job Description  
Multimedia Coordinator

To apply for this position, one must:

\*Currently have and maintain a minimum 2.5 cumulative GPA

\*Adhere to principles of agreement and be informed of the level of commitment before applying.

Meeting Commitments:

1. Attend weekly Executive Board meetings at a time that is convenient for all attendees.
2. Attend General Member meetings on Tuesday at 9:00pm at least once a month.
3. Attend weekly Publicity Meeting at a time convenient for all attendees and meet with advisor during that time
4. Meeting individually with the Vice President for Programming at least once per month.
5. Maintain one office hour in the SUPB office weekly.

Specific Responsibilities:

1. Transition the newly selected replacement before he or she begins for the year.
2. Check and update SUPB's multimedia facilities, purchase new programs as see fit with approval of Vice President for Programming, Finance Coordinator, and advisors.
3. Check the Event Planner Guides each week for marketing and event information
4. Responsible for keeping the SUPB Twitter and Facebook pages updates (pictures, events, polls, statuses, etc) as well as finding new innovative ways to engage students in social media
5. Update SUPB's Twitter status 3-5 times a week, and promoting to get more followers.
6. Create a Facebook contest or drawing or trivia question to get students to interact at least once a month
7. Create a "Social Media Station" at general member meetings (can be set up by Internal Affairs Coordinator) and at some on-campus events
8. Ensure that pictures are being taken at all SUPB sponsored events.
9. Ensure that pictures/videos are uploaded to the website via SUPB's Picasa account by collaborating with the Website Coordinator
10. Ensure that pictures/videos are uploaded to the Facebook page.
11. Responsible for media cart usage and media cart reservations when Event Coordinator has not already reserved
12. Check [webmaster.supb@gmail.com](mailto:webmaster.supb@gmail.com) email daily.
13. Assist in promoting a positive image of SUPB.
14. Keep in close contact with the event coordinators to ensure organization and timely execution of publicity for each event.
15. Must assist the Promotions Coordinator by "Blitzing" for a minimum of 3 events each semester. Both the Promotions Coordinator and the VPP must sign you off on this.

General Responsibilities:

1. Support fellow board members by attending additional SUPB events whenever possible (minimum 4 events per semester).
2. Volunteer for at least one event during Homecoming and support the planning of Winter Formal and Spring Concert.
3. Assist executive and committee members in the execution of their events if necessary
4. Check personal email daily.
5. Check SUPB mailbox daily.
6. Attend all SUPB and OSA leadership events.
7. Keep organized records of all planning, receipts, reimbursements, etc for file in the Student Activities Office for later evaluation.
8. Perform other duties as assigned or deemed necessary by the Assistant Director of Student Activities or the Graduate Assistant.
9. Responsible for finding a replacement, approved by the Board, in case of resignation. Board must be given one month notice prior to resignation.



Student Union Programming Board  
Job Description  
Website Coordinator

To apply for this position, one must:

\*Currently have and maintain a minimum 2.5 cumulative GPA

\*Adhere to principles of agreement and be informed of the level of commitment before applying.

Meeting Commitments:

1. Attend weekly Executive Board meetings at a time that is convenient for all attendees.
2. Attend General Member meetings on Tuesday at 9:00 at least once a month.
3. Attend weekly Publicity Meeting at a time convenient for all attendees and meet with advisor during that time.
4. Meeting individually with the Vice President for Programming at least once per month.
5. Maintain one office hour in the SUPB office weekly.

Specific Responsibilities:

1. Transition the newly selected replacement before he or she begins for the year.
2. Create and maintain the SUPB webpage.
3. Communicate often and effectively with the IT Department to ensure that ideas for change on the website can be granted permission.
4. Create and send out the "What's Hot" email every Thursday before 5pm using MailChimp.
5. Keep OrgSync calendar up-to-date.
6. Check the Event Planner Guides each week for marketing and event information.
7. Look into updating electronics such as the Digital Camera and Video Camera. Purchase with approval of Finance Coordinator, Vice President for Programming, and advisors.
8. Continually update SUPB website software.
9. Serve as the point person for electronic malfunctions with SUPB equipment (i.e. computers).
10. Work with the Multimedia Coordinator to ensure that the "Social Media Station" is up and running.
11. Effectively advertise and market the website to the John Carroll Community.
12. Check [webmaster.supb@gmail.com](mailto:webmaster.supb@gmail.com) email daily and answer any questions.
13. Assist in promoting a positive image of SUPB.
14. Keep in close contact with the event coordinators to ensure organization and timely execution of publicity for each event.
15. Must assist the Promotions Coordinator by "Blitzing" for a minimum of 3 events each semester. Both the Promotions Coordinator and the VPP must sign you off on this.

General Responsibilities:

1. Support fellow board members by attending additional SUPB events whenever possible (minimum 4 events per semester).
2. Volunteer for at least one event during Homecoming and support the planning of Winter Formal and Spring Concert.
3. Assist executive and committee members in the execution of their events if necessary.
4. Check personal email daily.
5. Check SUPB mailbox daily.
6. Attend all SUPB and OSA leadership events.
7. Keep organized records of all planning, receipts, reimbursements, etc for file in the Student Activities Office for later evaluation.
8. Perform other duties as assigned or deemed necessary by the Assistant Director of Student Activities or the Graduate Assistant.
9. Responsible for finding a replacement, approved by the Board, in case of resignation. Board must be given one month notice prior to resignation.