

**Spring Weekend Programming Committee Chair & Vice Chair**  
**Position Description(s)**

*Hours vary, averaging at 8 hours per week @ \$10.00/hour. Hours will increase in April.*

**Purpose**

The Spring Weekend Programming Committee exists to coordinate the planning of creative, cohesive, student-oriented programming for Spring Weekend (Thursday, Friday, and Saturday before the last week of classes). The Committee is responsible for developing large-scale programming centered around the theme of "UConn Learns. UConn Serves. UConn Cares."; marketing and promotions for Spring Weekend events; approving event space allocations for other student organizations hosting events during Spring Weekend; and working collaboratively with Student Activities, Student Union Event Services, Off-Campus Student Services, Residential Life, and UCPD to develop and execute policies and procedures for the weekend to ensure it is safe and student-centered.

**Role of the Chair**

The Chair of the Spring Weekend Programming Committee focuses and guides the Committee to fulfill its purpose; delegating specific assignments or tasks to Committee Members; monitoring completion of work; guiding the Committee toward consensus on decisions; and maintaining consistent open lines of communication between the Committee and the students, faculty, and staff involved in the initiatives. The Chair will serve as the primary contact and coordinator of the event space allocation process and will remain in contact with the organizations that host events during Spring Weekend throughout the year. The Chair will also represent the Committee in meetings with the University administration and town officials.

**Role of the Vice Chair**

From the pool of candidates for the Chair position, a Vice Chair will also be selected. The role of the Vice Chair is to be a close partner and support for the Chair. Together, the two positions will lead the planning of Spring Weekend and oversee the Programming Committee. The role of the Vice Chair was created to build the Spring Weekend Planning Committee for years to come. Our hope is that the student selected to serve as the Vice Chair is a sophomore or junior, and is interested in becoming the Chair of Spring Weekend in a future year, pending a satisfactory employment evaluation.

**Commitment**

1. The Spring Weekend Programming Committee term starts when the Chair is hired (as soon as possible) and ends April 29, 2016.
2. Commit to an average of 8 hours per week. Hours will vary throughout the semester and will not consistently be set at 8 hours/week. Hours will likely be less than 8 per week during the fall semester. Hours will increase in the spring semester, especially in April as Spring Weekend approaches.
3. The Spring Weekend Planning Committee should meet bi-weekly starting as soon as possible. These meetings will become weekly in the spring semester. Attendance at these meetings is mandatory. Meeting time will be determined by the students hired and committee members.

## **Major Duties and Responsibilities**

### Ongoing

1. Lead regular committee meetings in a manner that encourages participation, information sharing, and idea generation and development.
2. Communicate regularly with members, advisors, and the student body as a whole; represent the committee in meetings with University administration, including Student Union, Off-Campus Student Services, Residence Life, UCPD, and Student Activities, as well as Town of Mansfield officials.
3. Coordinate the event space allocation process for groups applying to reserve event space during Spring Weekend; includes serving as the primary contact for students with questions or concerns throughout the process, collecting applications and facilitating the committee's decision-making process, working with Event Services to finalize the reservations schedule; and maintaining ongoing communication with event hosts (student organizations and University departments) throughout the year.
4. Conduct outreach and recruitment to student organizations and University departments to increase participation in planning and attending Spring Weekend events.
5. Plan and execute major Spring Weekend events that are developed by the committee and not hosted by a University department or student organization.
6. Work collaboratively with the Spring Weekend Vice Chair.
7. Delegate tasks and assignments and monitor member progress through completion.
8. Monitor the Spring Weekend Programming Budget with assistance from the Spring Weekend Programming Committee Advisors.
9. Meet regularly with the Spring Weekend Programming Committee Advisor.
10. Assist with all aspects of executing Spring Weekend events, including set-up and take-down, clean-up, and on-site monitoring during the events.

### **Position Qualifications**

1. Knowledgeable and passionate about student leadership and creative programming.
2. At least one year of experience leading a group toward a specific goal in any area (student organization, committee, group project, etc.).
3. Demonstrated ability to delegate tasks and monitor performance.
4. Excellent communication skills (written and verbal)
5. Demonstrated ability to exercise sound judgment and decision-making skills.
6. Capacity to work independently, assess programmatic needs, and develop creative solutions.
7. Team-oriented with excellent interpersonal skills.
8. Currently enrolled as an undergraduate student at the Storrs Campus and be subject to paying the "General University Fee."

### **Application Process**

To apply, please submit a cover letter describing your interest in and qualifications for the position, a resume, and a list of two references to Eric Bouchard at [eric.bouchard@uconn.edu](mailto:eric.bouchard@uconn.edu) by Wednesday, November 11<sup>th</sup>.