

Hamline University Programming Board 2025 - 2026 Job Description

The student staff of Hamline University Programming Board (HUPB) serv

Responsibilities and Commitments of Individual Positions

HUPB Chair

- Spokesperson and leader for the organization.
- Facilitate weekly meetings with board and volunteers.
- Consult, advise, and support Programming Board members on all matters.
- Oversee and champion the cultivation of a strong volunteer base.
- Oversee collaborations requests in partnership with a diverse range of student organizations.
- Coordinate the following large scale all-campus programs: Fireball and Welcome Week Movie on the Lawn.
- Communicate with Marketing and Graphics Coordinators regarding general HUPB promotions – fliers, posters, banners, and other print marketing needs.
- Assist the advisor in maintaining the overall budget for the Programming Board.
- Occasional summer hours (5-10 per month) will be required in order to assist with planning HUPB training. Scheduling is ver

Off-Campus Programmer

Coordinate, promote, and implement a diverse array of entertainment options off campus for students to explore resources around the Twin Cities metro area. One off-campus event should be planned each month while classes are in session.

Coordinate the following large scale all-campus program: Welcome Back Block Party.

Coordinate volunteer needs for each event.

Collaborate with Graphics Coordinators and Marketing Coordinator to implement timely and creative marketing efforts for events.

Weekend Entertainment Programmers (2 positions)

Coordinate, promote, and implement one monthly weekend activity while classes are in session.

Coordinate the following large scale all-campus programs: End of Semester Party and End of Year Party.

Coordinate volunteer needs for each event.

Collaborate with Graphics Coordinators and Marketing Coordinator to implement timely and creative marketing efforts for events.

Homegrown Programmer

Coordinate, promote, and implement a diverse array of interactive and engaging do-it-yourself (DIY) events