



UNIVERSITY PROGRAM COUNCIL



Executive Board Application 2023-2024

Thank you for your interest in applying for a position on the University Program Council (UPC) Executive Board. UPC is the official programming board of the University of North Texas and is responsible for coordinating activities that enhance and enrich the quality of student life by addressing the needs and interest of its diverse student body. UPC has an immense responsibility to serve the students of UNT. We are looking forward to the selection of the 2023-2024 council! **Please carefully read the entire packet and follow all directions. Failure to complete all the steps for the application process could result in you not being considered for the position.**

Application Process

Each step MUST be completed to be considered for a position.

1. Complete this application and submit it to the UPC email (upc@unt.edu).
2. Complete an online application through Handshake. Log on to and search for Job ID#: 7820670. Applications will be considered on a rolling basis.
3. Screened applicants will receive an email to sign up for an interview time slot.

Qualifications:

- **Successful candidates should have relevant student leadership experience**
- Must be a University of North Texas student enrolled in a minimum of 9 hours at the undergraduate level and/or at least 6 hours at the graduate level for the fall and spring semesters
- Maintain a cumulative GPA of 2.5 or higher for each semester
- Must be in good academic and judicial standing
- Must not have a graduation date prior to May 2024
- Must be able to work 20-25 hours per week during the fall and spring semesters.
- Must be able to commit to a full year (August 2023-May 2024) of being a UPC Executive Board member.

General Job Description

1. Attend all weekly UPC Executive Board meetings
2. Meet weekly with designated UPC Advisor to discuss and plan programs/activities
3. Participate in recruitment, selection, and retention of student volunteer board
4. Attend weekly member meetings held on Mondays from 5:30-6:30pm. Chair committee meetings and delegate work amongst members.
5. Run social media and marketing for the UPC accounts
6. Discuss and vote on programs and issues pertaining to all UPC events and/or activities
7. Participate in UPC-Sponsored functions
8. Actively work to promote UPC and events as directed by the Vice President of Marketing
9. Assist in member meeting preparations, and the recruitment process as directed by the Vice President of Membership
10. Maintain communication with the UPC Advisors, President, fellow executive staff and the members
11. Fulfill required weekly office hours
12. Maintain accurate and current records for each program
13. Monitor committee budget
14. Follow University Centers & Events Student Employee Expectations, i.e. wear approved uniform, clock in/out for shifts.
15. All UPC Coordinators are responsible for assisting with the planning and implementation of tailgates and weekend programming in the Syndicate.

Applications will be considered on a rolling basis by experience

****Apply via Handshake and submit your application materials to UPC@unt.edu.**

UPC Position Descriptions

All UPC Coordinators are responsible for the implementation of tailgates and weekend programming in the Syndicate.

Special Programs Coordinator: The Special Programs Coordinator is responsible for programming, promoting, and implementing engaging events that include novelties and interactive experiences including bingo, Stuff-A-Series, Escape Rooms, Laser Tag, and more. They will also plan special events that include Bubble Fest, and UPCarnival.

Descriptions are to be used as a guideline. All coordinators are encouraged to create new events and evaluate events that have been implemented in the past.



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If selected, dates to know. Attendance is mandatory.

<i>Date</i>	<i>Activity</i>
TBD	UPC Executive Board Transition Meeting
Week of August 1, 2023* <i>*dates subject to change within early August</i>	UPC Fall Retreat—an opportunity for coordinators to learn about their position and responsibilities plus leadership development.
Friday, August 11, 2023 (all day)* <i>*date subject to change</i>	University Centers & Events Student Employee Orientation Training
Sunday, August 13 th - Saturday, August 19 th , 2023	First Flight Week—UPC will host several events during this week. You will be expected to help out at all events.
Friday afternoons, during fall & spring semesters	UPC Executive Board Meetings
Mondays, 5:30-6:30p.m. during fall & spring semesters*	Member Meetings <i>*Do not schedule class during this time if possible.</i>

If you have any conflicts or questions with the mandatory dates, please contact Shelby Kennedy (Shelby.Kennedy@unt.edu).

Benefits

As an Executive Board member for UPC, you will gain many valuable skills that will benefit you in your future endeavors:

- Written & oral communication
- Conflict management
- Budgeting
- Meeting facilitation
- Opportunities to receive professional development by attending conferences and workshops
- Leadership Skills

Compensation

- Coordinator Position: 20-25 hours per week at \$9.00 / hour

Questions?

If you have any questions, please contact:

UPC Advisor: Andrea Marquez at Andrea.Marquez@unt.edu or Jessie Wolters@unt.edu

2023-2024 UPC President: Shelby Kennedy at Shelby.Kennedy@unt.edu



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Application Information Sheet | Please print clearly or type. Please make sure you complete all parts.

Part 1 | General Information

Name: _____ Pronouns: _____

(Last) (First)

Primary Phone: _____ Email: _____

EUID: _____ Student ID #: _____

Anticipated Graduation Date: _____ Cumulative GPA: _____

T-shirt Size: _____ Polo Size: _____ Style Preference for Polo: _____

Part 2 | Rank ALL positions listed below with 1 being your most preferred position.

___ Marketing Coordinator ___ Live Music Coordinator ___ Arts Coordinator ___ Films Coordinator
___ Entertainment Coordinator ___ Education & Awareness Coordinator ___ Special Programs Coordinator

Part 3 | Short Answer Type answers to the following questions and attach to this cover sheet.

1. What are your reasons for applying to the Executive Board for the University Program Council and what do you hope to gain from this experience?
2. Please explain why you are interested in the Special Programs position with UPC. Include any specific ideas/goals/changes you would like to implement for those positions.
3. What do you feel are the three greatest strengths that you would bring to the UPC Executive Board and what are three aspects of the position you see yourself struggling with?

Returning Executive Member Questions ONLY:

1. What is the greatest accomplishment you've had during your year on the Executive Board for the University Program Council and what is the greatest challenge you've faced?
2. Please explain why you are interested in the top three positions that you have selected above. Include any specific ideas/goals/changes you would like to implement for those positions.
3. As you know, being an executive member is a time intensive position. How will you maintain a positive attitude and high energy while serving a second term as an executive?

Part 4 | Résumé

Please attach a professional résumé for consideration. Résumé should include education details and relevant work experience.

By signing below, I attest that the information on this application is correct and permit the election committee to access my academic and judicial records with the University of North Texas. I have read and understand the attached information pages and agree to the terms.

Signature _____

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