

# **Campus Programming Board Student Directors**

## **Job Description**

### **Purpose**

The Campus Programming Board (CPB) Student Directors are student employees of Mississippi College who report to the Assistant Dean of Students. The CPB Student Directors are responsible for the day-to-day leadership and management of the Campus Programming Board, including committee chairs and committee members under the advisement of the Assistant Dean of Students and other Student Engagement staff.

### **Responsibilities**

- Collaborate with the Office of Student Engagement and Student Experience on planning the programming schedule for the entire academic year
- Interview and collaborate with the Assistant Dean of Students on selecting Committee Chairs for the given year
- Work with Committee Chairs to select and place committee members
- Meet with the Board committee chairs on a regular basis to discuss events, ideas and plans for the board as a whole
- Meet with individual committee chairs on a regular basis to assist with budgeting, reservations, planning process and holding chairs accountable to deadlines, etc.
- File reservation forms with the Office of Event Services for on-campus events sponsored by the Board
- Track the Board Budget along with the Assistant Dean of Students, including budget forecasting, routine tracking and follow up after events and programs
- Communicate with third party vendors and campus stakeholders on reservations, etc (Public Safety, Campus Dining, etc)
- Assist the Office of Student Engagement in planning annual and semesterly events such as Involvement Fair
- Organize all CPB receipts and prepare them for monthly credit card statements
- Attend and assist with their assigned committee's events