

**Student Programming Council  
Director of Programming  
Position Description**

The Directors of Programming are responsible and accountable to the Student Programming Council Board of Directors for developing well-balanced and successful events suited to the needs and interests of the entire student body of Southern Illinois University Carbondale. These programs should include, but are not limited to: Sibs and Kids Day, Undergraduate Student Art Show, Dawgs Nite Out events, Homecoming comedy show, Saluki Family Weekend, Purchase Awards, speakers, comedy shows, visual arts performances and events, films, special events, and Late Night events.

**Board of Directors Requirements**

1. Prepare and present official business for approval by SPC Board of Directors.
2. Keep SPC Board of Directors and Student Engagement staff informed of all decisions, programs and activities.
3. Schedule, post and maintain a minimum of 6 office hours per week within regular business hours during fall and spring semesters and 6 office hours per week during summer session.
4. Attend and participate in all SPC Board of Director required meetings, programs and events.
5. Support and represent all activities, decisions and personnel of the Student Programming Council.
6. Maintain regular/daily contact during breaks, with OSE staff and SPC Board of Director to manage council business, programs and events.
7. Develop a working knowledge of and operate within the rules, policies and procedures of the Student Programming Council and Southern Illinois University Carbondale.
8. Develop and submit the proposed budget for the upcoming fiscal year for approval by the SPC Board of Directors.
9. Schedule time for training and facilitate the orderly transfer of power with the Director-Elect.
10. Represent the best interests of the students and vote on all business before the SPC Board of Directors.
11. Perform other related duties as required by the SPC Board of Directors.

**Director of Programming Requirements**

1. Recruit and retain general SPC committee members as needed to conduct business.
2. Attend and run weekly event meetings following the Board of Director meetings.
3. Keep event committee members informed and involved in all event business and decisions.
4. Delegate responsibilities to and supervise all activities of event committee members.
5. Serve as official scheduling officer for all programs, events and meetings as assigned.
6. Manage the event operating budget as approved by the SPC Board of Directors
7. Organize and maintain the SPC office space, files, resources and equipment.

**Director-Elect Requirements**

1. Schedule, post and maintain a minimum of 3 office hours per week within regular business hours while serving as Director-Elect.
2. Attend and participate in all required Director-Elect meetings, events, and training programs.
3. Attend and participate in as many SPC event meetings and programs as possible.
4. Coordinate hands-on training and the orderly transfer of power with the current SPC Director of Programming.
5. Meet with your Graduate advisor and the current director weekly.

**Eligibility Requirements**

1. Must be enrolled for a minimum of 6 credit hours as an undergraduate or 3 credit hours as a graduate at SIUC
2. Must have and maintain an overall grade point average of 2.30 or higher as an undergraduate and an overall grade point average of 3.25 as a graduate student as well as in good standing both academically and disciplinary at SIUC.
3. Should have some direct experience with programming and knowledge of area resources.
4. Must have the ability to motivate and work with students, other SPC directors and university staff.