

CLASSIFICATION SPECIFICATION

Student Life Program Manager

FT/PT Class Code: 3129, 3629 Pay Grade: B/C 16 FLSA: Exempt Est. 11/12/18

SUMMARY STATEMENT: An incumbent is responsible for managing, developing, and coordinating activities and events for students. The incumbent fosters student development by creating and implementing innovative and intentional programs and activities that engage students and create connections, teach leadership skills, promote service, celebrate diversity, and enhance the overall educational experience. The incumbent plans, implements, and evaluates educationally purposeful experiences for students that promote connection to the College, strengthen involvement in the campus and community, promote learning, and enhance academic success.

NATURE AND SCOPE:

An incumbent in this class typically reports to an administrative supervisor and may supervise student/participants along with professional and support staff. The incumbent plans and directs the day-to-day operation of the program to ensure the achievement of the prescribed program goals and objectives.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Researches and develops student life curriculum and activities in accordance with the prescribed program goals and objectives.
2. Provides leadership and day-to-day management for student life programs, including campus activities, civic engagement programs, and student clubs and organizations.
3. Gathers student feedback and assesses students' needs and interests to develop timely and relevant co-curricular and extra-curricular programming.
4. Builds and maintains rapport with students to encourage student involvement, participation, and leadership in activities that emphasize positive citizenship and responsibility.
5. Leads New Student Orientation and Welcome Days programming. Collaborates with the dean of student affairs and other College staff to implement components of the First Year Experience.
6. Coordinates with marketing staff to develop event promotional materials and design, such as invitations, flyers, press releases, programs, and other materials.
7. Engages students in extra and co-curricular activities by developing and implementing effective communication tools and marketing strategies.
8. Prepares and/or coordinates the budget and financial accounting for student life activities.
9. Collects, interprets, analyzes, and processes information and data, and prepares relevant reports regarding student life programming and outcomes assessment.

PRINCIPAL ACCOUNTABILITIES, cont'd:

10. Recruits volunteers and student employees to assist with event logistics and ensures adequate coverage and quality customer service. Trains and supervises volunteers and employees to assist in developing and implementing student life activities.
11. Assists students by providing information and/or advising, coordinating tutoring sessions, presenting workshops, etc.
12. Collaborates effectively with other departments/divisions and vendors, such as marketing, facilities, food service, conference center, etc., to coordinate event needs and logistics.
13. Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of student development theory.
- ◇ Knowledge of College operations, policies, practices, and procedures.
- ◇ Knowledge of fiscal and budgetary policies and procedures.
- ◇ Knowledge of database software and spreadsheet software (e.g. Microsoft Office).
- ◇ Skill in program development and management.
- ◇ Skill in effective communications.
- ◇ Strong writing and interpersonal skills.
- ◇ Strong organizational and analytical skills.
- ◇ Ability to organize, analyze, and systematically utilize complex information and data.
- ◇ Ability to communicate effectively and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field.
- ◇ Four (4) years of relevant experience, including supervision, or equivalent additional years of education.