**Job Description**

Leadership

**Job Title**  Manager, Student Life

**Job Code**

**Pay Grade**

**FLSA Status** Exempt

**Division** Human Resources

**Department** Human Resources

**Location** Milwaukee

**JOB SUMMARY:**

Summarizes the main points of the job description which may include key responsibilities, functions, and duties; education and experience requirements; and any other pertinent information (i.e. scheduling requirements, travel, etc.)

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| Responsible for managing Student Life activities and the planning and management of the West Allis, Oak Creek, and Mequon campus student life programs to contribute to the success of students and enhance the growth and development by providing social, cultural, recreational, and educational opportunities for all students. |

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Duties with a circle (•) before the number are essential functions as defined by Americans with Disabilities Act (ADA).

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|  | Develop, schedule, coordinate, and monitor student life programs, events, and activities to meet the diverse needs of students on the West Allis, Oak Creek and Mequon campus. Areas of focus may include student success, diversity, soft skills development, and career readiness. |
|  | Lead major student events to include college orientation, graduation, and student exchange program. |
|  | Promote student life programs, events, and activities to students, staff, and the community to include coordinating, preparing, and disseminating up-to-date calendar of activities and events as well as publications and communications related to student clubs, student activities, and student services; updating website content as appropriate to enhance College’s image with respect to student life; and maintaining a social media presence. |
|  | Promote and support student clubs and organizations on campus; promote the creation and development of new clubs and organizations; maintain appropriate contact with clubs and organizations including faculty advisors; assist clubs and organizations in ensuring compliance with college guidelines and policies such as student-related travel; and provide support and guidance in the expenditure of student organization funds. |
|  | Evaluate student life programs, activities, and events; track learning outcomes and attendance. |
|  | Work closely with Director of Student Life in identifying and selecting student ambassadors, student leadership board, and work-study program students. Plan monthly meetings when necessary. |
|  | Establish and maintain effective working relationships with MATC staff, community resources, vendors, and non-profit agencies in the course of developing and promoting student life activities. |
|  | Research and stay current on higher education programs, trends, issues, and hot topics that impact college life. |
|  | Represent the College at recruitment events on campus and in the community, as needed. |
|  | Promote and register the intramural program, including promotion and registration of participants. |
|  | Develop, update, maintain and distribute a detailed monthly project task list with due dates. |
|  | Conduct meetings with Student Life staff that include specific team building components. Conduct kickoff meeting with all Student Support Services areas. |
|  | Identify development opportunities. |
|  | Prepare and submit semester enrollment reports. |
|  | Plan, implement and organize policy and procedure for Honors programs from application to induction. |
|  | Develop Student Life presentation with team and Key Partners (Students). |
|  | Develop and disseminate marketing materials along with creation of the Student Life logo. |
|  | Manages the activities of the Coordinator, Student Life positions at each campus. |
|  | Meet with each Student group, organization, and club to inform them about the Student Life initiatives and services and cascade to Student Services cabinet. |
|  | Onboard five additional (ten total) vetted internal Key Partners (solicited from student groups, faculty and that reflect overall student population). |
|  | Practices honesty by demonstrating a consistent and uncompromising adherence to strong moral and ethical principles, values, truthfulness and accuracy in all actions. |
|  | Acts and speaks consistent with, and in support of, MATC’s Mission, Vision, and Values. |
|  | Addresses all student and employee behavior in a confidential and respectful manner. |
|  | Performs other related duties as required for the efficient operations of the division. |

**SUPERVISORY RESPONSIBILITIES**

**Delegation of Work**

Regularly assigns work to subordinate(s).

**Supervision Given**

Provides recommendations on hiring new employees; on coaching and counseling; on training; and granting time off.

**MINIMUM QUALIFICATIONS**

Compliance with all state, federal, and accreditation standards/requirements, as well as all MATC policies and procedures.

**Required Education**: Bachelor's degree in communications, counseling, education or similar field.

**Preferred Education**: Master’s degree in communications, counseling, education or similar field.

**Required Experience**: Five (5) years’ experience in student activities, residence life, conduct, student life or similar area within a higher education setting.

**Preferred Experience**: Seven (7) years of relevant experience.

**Required License/Certification**: None.

**Preferred License/Certification**: CPR/First Aid.

**COMPETENCIES**

* Business insight
* Decision quality
* Resourcefulness
* Plans and aligns
* Drives results
* Manages conflict
* Develops talent
* Builds effective teams
* Demonstrates self-awareness
* Instills trust
* Customer focus
* Action oriented
* Values differences
* Self-development
* Compassion

**KNOWLEDGE, SKILLS, AND ABILITIES**

* Knowledge and ability to conduct student activities on/off campus.
* Knowledge and ability to handle internal investigations of a highly confidential nature.
* General knowledge of community based organizations/agencies structures and services.
* Knowledge and experience with Microsoft Office Suite including Excel and Word and other software applications.
* Ability to establish, collaborate and maintain effective work relationships with staff, faculty and, representatives of outside agencies.
* Ability to work with culturally diverse student and employee populations.
* Ability to organize, analyze and interpret statistical and management data.
* Ability to work independently on multiple projects, meet all deadlines, and coordinate activities to achieve specific communication, marketing and institutional goals and objectives.
* Demonstrated ability to communicate effectively and relate well with students, parents, faculty, staff, and others while maintaining appropriate confidentiality.
* Demonstrated leadership ability and team building skills to effectively supervise professional and staff and interact with all levels of management.

**PHYSICAL DEMANDS**

Physical Demands: Ability to lift up to 25 lbs., carry, and push up to 20 lbs. and ability pull up to 50 lbs.

• Ability to climb stairs and a ladder and maintain balance.

• Ability to stoop, kneel, crouch, reach, hear and speak.

• Sitting/Standing/Walking: 50% of time spent sitting, 25% of time standing, and 25% of time walking.

**APPROVALS**

Department Approver Name: HR Approver Name:

Department Approver Title: HR Title: