

JOB INFORMATION

Effective Date	1/18/2023
Job Code:	3117
Job Title:	Program Manager, Stu Inv & Ldr
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Student Engagement
Job Family:	Student Programs
Job Summary	The Program Manager, Student Involvement and Leadership is responsible for developing and coordinating programs that enhance the growth and education of a diverse student body. The manager will be responsible for student programming that intentionally connects knowledge gained in academic courses with student involvement experiences. The manager will serve in an advisory role to assigned program planning committees. The manager will also develop and maintain program logistics, create and maintain a series of outreach efforts to all community partners, assess program activity, and work in partnership with unit staff in the development and execution of programs in other functional areas.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Bachelor's Degree.	Required	
Master's Degree	Master's Degree.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Experience working with university/college campus student programs in a college or university setting. Experience with event planning (reservations and permits, budgets and contracts, marketing, program design, outreach, and assessment).	Required	
Less than 3 yrs	Continuous experience working with academic/non-academic conference programs in a college or university setting.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
	Bilingual Skillset.		

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Ability to work with a diverse population of students, alumni, campus partners, and community members. 	Skilled
<ul style="list-style-type: none"> Ability to manage complex program logistics which including: budget, planning and design, evaluation and assessment, and effective marketing using all available mediums. 	Skilled
<ul style="list-style-type: none"> Availability to work nights and weekends when needed in order to successfully execute planned programs. 	Skilled
<ul style="list-style-type: none"> Experience training and developing students, individually and in groups, and the ability to identify and develop leadership opportunities for students. 	Skilled
<ul style="list-style-type: none"> Knowledge of group dynamics as well as the ability to lead, oversee, and supervise the activities of others. 	Skilled
<ul style="list-style-type: none"> Must have clear, precise, and effective oral/written communication skills as well as being comfortable speaking in large and small group settings. 	Skilled
<ul style="list-style-type: none"> Ability to exhibit a positive attitude and to deal with coworkers, students, faculty, and staff tactfully and courteously in order to maintain effective service-oriented relationships. 	Skilled
<ul style="list-style-type: none"> Strategic thinker with excellent organizational skills and the ability to manage several projects simultaneously. 	Skilled

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Develop experiences for the student body that connect unit and division programs with academic courses. Responsible for program decision-making, research and development, marketing coordination, recruitment and advising, outreach, and budget management. Event logistics will include: Scheduling appropriate physical/virtual event spaces, scheduling a variety of educational workshop topics and conference/retreat themes, recruiting presenters, coordinating professional development activities with DSA partners, developing (in conjunction with session presenters) appropriate program materials and assessments. 	20%
<ul style="list-style-type: none"> Recruit, select, train, and assess student volunteers and assigned student staff and serve in an advisory capacity to program planning committees and/or unit-wide planning committees. 	10%
<ul style="list-style-type: none"> Partner with alumni, faculty, academic college admin, and staff to create connections with unit programs and division initiatives. Opportunities include but not limited to recruiting faculty and staff to serve as program presenters, research evaluators, service-learning site leaders, and build co-curricular learning opportunities connecting coursework with out-of-classroom experiences. Present these opportunities at different campus constituent meetings. 	10%

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Responsible for assessing the success of assigned programs. Report assessment initiatives and results with Associate Director to ensure that program learning outcomes align with unit's mission, Division of Student Affairs goals, and university priorities 	5%
<ul style="list-style-type: none"> Work in partnership with unit staff in developing a variety of student programs using various student development topics that connect well with academic content. Perform other duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description