



Position Title: Manager, Student Life
Reports To: Director, Student Services
Department: Student Life
Prepared By/Date: Jennifer C. Brito/8-15-2007
Approved By/Date: Nelson Magana/09-16-2011
Revised: Donna French/09-15-2011

Job Code: 0145
Job Group: PEC
Salary Grade: 15
FLSA Status: Exempt

Summary:

The Student Life Manager will be responsible for the day-to-day activities of the Student Life Office and will manage the programs and activities that complement the academic programs at Hialeah Campus.

Essential Duties and Responsibilities:

- Hires, supervises and evaluates personnel
- Manages and implements events and activities on and off campus and executes the proper paperwork
- Manages and supervises the functions of the Student Life office
- Manages budget reports, maintenance of budget records for program auditing purposes, and budget related matters
- Resolves student issues and problems that relate to Student Life programs and/or activities
- Plans and coordinates graduation activities
- Maintains the Smart Cards ID system
- Ensures that College policies, regulations and guidelines of the Student Life office are followed
- Supervises part-time staff and student assistants
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Excellent supervisory, leadership, organizational, and problem solving skills
- Excellent interpersonal and communication skills (both verbal and written)
- Excellent organizational and multi-tasking skills
- Excellent highly developed analytical and business writings skills used in report preparation, data interpretation and policy and procedure development
- Ability to promote and maintain effective working relationships
- Ability to work on multiple projects simultaneously and work well under limited time constraints
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree and six (6) years of related experience with three (3) years experience in Student Activities/Student Union; or Master's degree and two (2) years of related experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name