

**UW MILWAUKEE
CATEGORY A
UNCLASSIFIED POSITION DESCRIPTION**

Name of Employee: _____

Official Title: Student Services Program Manager II

Working Title (If Different): Assistant Director, Leadership Programs

Department: UWM Union/Student Involvement (Division of Student Affairs)

Immediate Supervisor Name: Eric Jessup-Anger, PhD

Title: Assistant Director (L), UWM Union

Organization Chart: Please attach an updated organizational chart showing all employees (including official titles) in the immediate department in which this position is employed.

Signature of Employee/Date

Signature of Supervisor/Date

Position Duties:

1. Summarize the position's primary function in one short statement.

The Assistant Director of Student Involvement for Leadership Programs serves in an important administrative leadership role in Student Involvement serving a highly diverse student population. This position provides vision and oversight to student-focused leadership development initiatives that infuse a commitment to diversity, equity, and inclusion. The Assistant Director works with colleagues from across campus to develop and implement leadership development programs and offerings to prepare students to positively impact the campus, state, and world during college and after graduation. The incumbent in this position will advance institutional goals through the promotion of curricular and co-curricular frameworks and infrastructure for campus-wide leadership development that falls within the mission of UW-Milwaukee and the Division of Student Affairs. This position will provide supervision to one or more professional staff members (e.g., Coordinator for Greek Life and Leadership) and several graduate-level and undergraduate student staff.

2. Describe briefly each major duty that is performed in the normal course of work, including facts as to what the duty is, why and how it is performed, and the extent of the position's responsibilities (including authority, accountability, etc.). List the duties in descending order of importance and indicate the average percent of time applied to each duty over the course of a year. Begin each phrase with a word denoting action. Be specific... use quantitative terms where possible.... Keep statements brief, concise, and in terms that can be understood clearly.

Duties (In Order of Importance)	Approximate Percent of Time Applied Over a Year
<p>Provide operational leadership, supervision, guidance, support, and administration for leadership programs and initiatives.</p> <p>Lead the campus in the ongoing development of student leadership programs.</p> <p>Serve on the Union Leadership Team.</p> <p>Utilize a collaborative approach with students, faculty, staff, and community partners to align, develop and implement a menu of leadership development programs that meet the diverse needs of the UWM student population.</p> <p>Develop a network of campus and community partners including local business leaders, community groups, alumni, and others with the goal of leveraging relationships to enhance student leadership experiences on and off-campus.</p> <p>Coordinate and facilitate a comprehensive assessment framework that measures student leadership growth, learning outcomes, program effectiveness and the impact of various involvement experiences on the development of articulated leadership competencies.</p> <p>Oversee a variety of leadership programs including Ignite, Strengths for Students, Transitioning your Leadership, Leadership Springboard, Lead the Change, Leadershape Institute, and other leadership conferences and programs as they are developed.</p> <p>Serve as the Campus Coordinator for student, faculty, and staff training related to Gallup Strengths, including supporting facilitation of staff retreats at UWM.</p> <p>Supervise and/or support the planning and implementation of various leadership programs such as Student Organization Conference Night, UWM Grow, Student Union Staff Training, Student Union Leader Development Program, student organization training and development programs, and other general initiatives.</p> <p>Oversee the coordination of the annual Student Excellence Awards.</p> <p>Co-develop programs, services, and initiatives that enhance UWM students' opportunities to explore, lead, learn, creative, celebrate, and connect within the area of leadership development.</p> <p>Develop and implement marketing for programs, events, and services. Enhance outreach and marketing efforts using a variety of methods to attract a diverse student audience.</p>	<p>60%</p>

Provide direct and indirect supervision for graduate and undergraduate level student employees including staff recruitment, interviewing, hiring, training, coaching, and evaluating all student staff.

Supervise the allocation and expenditure of allocated budgets for staffing, supplies & expenses, and marketing. Ensure university and State fiscal policies and procedures are followed. Assist in development of budget projections for revenue, supplies, and expenses.

Develop, in collaboration with appropriate staff, annual goals, learning outcomes, and objectives and assess the effectiveness of programs in meeting those goals and outcomes.

Develop and implement regular staff training to ensure staff competence related to developing and implementing high quality leadership programs, administrative procedures are adhered to, quality customer service is provided, team cohesion exists, and the campus code of conduct is upheld.

Participate in continuing education as it relates to unit operations. Including, but not limited to, student leadership programs, diversity/equity/inclusion, assessment, curriculum development/project management, fraternity/sorority life, and organizational development.

Assess and monitor risk management for programs.

General Student Involvement Programs and Initiatives

15%

Serve in a leadership capacity on the Student Involvement leadership team.

Co-lead diversity/equity/inclusion and assessment efforts for Student Involvement.

Provide support for unit programs held both on- and off-campus including, but not limited, to Fall Welcome, PantherFest, Distinguished Lecture Series, Homecoming, Fraternity/Sorority Life activities, Geek Week, CAB Comedy Show, athletic events, involvement initiatives, celebrations, award ceremonies, cultural events, student organization fairs, university recruitment events, and other unit activities.

Supervise Student Involvement graduate students working on leadership focused programs and initiatives, assessment, program development, marketing, and communication for the arts areas, and implementing event-focused involvement communication.

Develop event management plans (and/or support students in the development of these plans) that include all physical, technical, logistical, and staffing details. Also provide on-site management of selected events.

Establish sound working relationships with campus and community partners, student leaders, organization officers and faculty/staff advisors.

Serve as a university representative or contact for student events and work with community agencies or other campus departments in the execution of activities when appropriate.

Adjust personal schedule as needed to meet the needs of student schedules for attendance at meetings or other campus events. Evening, weekend, and holiday work will be necessary at varying times throughout the academic year to support programs and initiatives.

Supervise Student Involvement Coordinator

20%

Train, coach, supervise and set the vision or the professional staff member(s) responsible for overseeing fraternity/sorority life, advisor training and development, student leadership programs, student union staff training, recognition and leadership awards and other leadership initiatives.

Indirectly supervise the fraternity/sorority life graduate assistant and the student organization graduate assistant.

Special Projects and Other Duties as Assigned

5%

Work on special projects under the direction of the Assistant or Associate Director of the Union for Student Involvement.

Serve on the Divisional Professional Development Committee.

Support efforts to ensure ongoing professional development of the Union professional and student staff.

Participate in Union, Divisional, and University-wide rotating committee assignments.

Provide administrative support to the Assistant or Associate Director of the Union for Student Involvement.

Total 100%

3. Please provide the minimum number of years of education that are necessary for a person entering the title: 6

a. If a specific degree is required, please indicate what field or fields is necessary:

Masters degree in higher education administration, educational leadership, student affairs administration, leadership degree, counseling, MBA, or a related field.

b. Indicate any special training other than that previously described and/or professional certificates/licenses required of an incumbent in this position.

Evidence of a demonstrated commitment to diversity, equity, and inclusion.

- c. How many years of related work experience do you believe are required for a person entering the title?

Three or more years of related experience beyond the completion of a masters degree.

4. In what ways is the position responsible for managing budgets, generating revenues, and/or controlling costs?

Approximate Dollars

Assists in budget preparation:	<u>\$225,000</u>
Develops budget recommendations	<u>\$225,000</u>
Reviews expenses against budget	<u>\$225,000</u>
Maintains inventory at appropriate level	<u>N/A</u>
Other (please specify)	

5. Complete only if the employee supervises staff or acts as a leadworker for staff; otherwise, go to question #6.

Check the nature of supervision exercised:

- To supervise staff involves planning, assigning and checking work and/or formally participating in the hiring and evaluation of staff members.
- To act as a lead worker is usually limited to assigning and reviewing work with no formal responsibility for hiring and evaluation of staff members.

- a. How many people does this position supervise or lead either directly or through subordinate supervisors (includes unclassified staff, classified staff and student employees and volunteers)? 8

Job Titles of Staff Members Supervised/Led	No. of Full time Equivalent (FTE) Staff Members Supervised/Led
Student Services Coordinator	1.0 FTE
Grad Students	1.5 FTE
Undergraduate Students	1.5 FTE
Sr Student Services Coordinator	0.49 FTE
Total FTE Staff Members	4.49 FTE

- b. From the list below, check the phrases which are applicable to the kind of supervision the position is required to exercise over a) Unclassified Staff; b) Classified Staff; c) Student Employees and Volunteers.

	a.	b.	c.		a.	b.	c.
Plan and schedule work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Evaluate performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assign work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Make hiring recommendations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Instruct and train in methods and procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Make final decision on hiring	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Check and approve work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recommend salary adjustments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Make recommendations regarding unsatisfactory staff members	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Make final decision on salary adjustments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Make final decision to terminate unsatisfactory staff members	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recommend promotions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Make final decision on promotions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Miscellaneous Information. Comment on aspects of the position you believe are not reflected in this position description.

This is a position that will work closely with faculty and staff across the UWM campus to develop leadership programs and courses across schools and colleges, as well as overseeing the creation of leadership development initiatives within Student Involvement. As such, this is a high-profile position with a substantial amount of responsibility.