**Prog-Mngr Student Engagement**

**Please see Special Instructions for more details.**

To ensure full consideration, applications must be received by December 28, 2017. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants. When applying you will be required to attach the following electronic documents: 1) A resume/CV; and 2) A cover letter indicating how your qualifications and experience have prepared you for this position. You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process. For additional information please contact: Sandy Neubaum at sandy.neubaum@bus.oregonstate.edu. OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.

**Position Details**

**Position Information**

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| **Department** | College of Business Dept (BUS) |
| **Position Title** | Coordinator-Academic Program |
| **Job Title** | Prog-Mngr Student Engagement |
| **Appointment Type** | Administrative/Professional Faculty |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 30 |
| **Appointment Basis** | 12 |
| **Faculty Status** | Regular |
| **Tenure Status** | Fixed-Term |
| **Pay Method** | Salary |
| **Recommended Full-Time Salary Range** | Salary is Commensurate with Education and Experience. |
| **Position Summary** | The College of Business invites applications for a full-time (1.00 FTE), 12-month, Program Manager position. This position will be split between a part time (0.30) FTE 12-month, fixed term professional faculty and part-time (0.70 FTE) 12-month fixed term Instructor position. Reappointment is at the discretion of the Dean.  The Program Manager for Student Engagement supports the director by providing overall management and supervision to select Student Engagement programs. This position is responsible for providing leadership and direction for transfer students and students engaged in the Second Year Experience (SYE) as well as other students in the College of Business.  This position is responsible for the coordination of the following tasks: transfer student and SYE programming, financial literacy and wellness education and resources, as well as other assigned programs within Student Engagement. |
| **Position Duties** | This position is responsible for managing assigned Student Engagement programs. This person is responsible for maintaining a flexible work schedule. - Serves as one of the contacts for students interested in Business and provides guidance to the appropriate program/course of study. - Works independently setting priorities, responds to internal and external requests, coordinates communications among staff, and trouble shoots anticipating program and personnel needs. - Interacts with a variety of internal and external customers (e.g., staff, student assistants, business owners, students and their families, companies, outside speakers, faculty, classified and administrative personnel in the college and throughout the university, vendors, and program sponsors) by phone, in person, electronically (website/email), etc.  Project Management – 15% - Takes lead on developing, managing, and implementing Second Year Experience (SYE) programming, including curricular and co-curricular components  - Takes lead on developing, managing, and implementing programming aimed towards prospective, incoming, and current transfer students in the College, including curricular and co-curricular components  - Provides expertise and coordination of additional resources to aid students in understanding, gaining control over, and developing a plan to manage their personal finances - Collaborates with the Student Engagement Director in planning programs that contribute to the program’s mission - Works with Student Engagement’s staff, student workers and faculty to identify and implement enhanced events to promote the success of students, faculty, and alumni - Provides coordination and expertise to the program - Manages special projects as requested by staff including making travel arrangements and building/program tours  Classroom Management – 70%  - Develops curriculum for and teaches BA280 (Business Insights for Transfer Students)  - Develops curriculum for and teaches the BA282 series (BA282, BA283, and BA284) - Provide coordination and expertise to course-related learning labs with disciplines across the College - Assists with the implementation and management of an on-line financial literacy course  Event/Program Marketing – 5% ­ Coordinates with College Marketing and Communications to create collateral for programs  Supervise Student Workers – 10% - Trains, supervises/mentors, and evaluates student assistants - Plans, assigns, and reviews work regarding program logistics - Coordinates student work schedules - Develops performance goals and assesses performance in written evaluations - Disciplines or effectively recommends discipline - Writes letters of recommendation, as requested |
| **Minimum/Required Qualifications** | - A masters degree in Business, Public Health, Education, College Student Services and Administration, or a closely related field - Administrative experience in a university setting - Experience with management and supervision - A firm understanding of financial literacy practices and issues affecting one’s financial wellness - Previous experience teaching in a university setting - Previous experience working with transfer students in a university setting - Excellent communication skills (both written and verbal) - Excellent teamwork skills - High computer proficiency; required qualifications include: strong MS office experience with Word, PowerPoint, Excel and working knowledge of Outlook and Windows/Mac - An ability and willingness to learn new programs and applications quickly - Ability to juggle multiple tasks and responsibilities, prioritize appropriately, pay careful attention to details, and meet deadlines - Ability to work with ambiguity - Ability to maintain professional decorum, as well as know or can demonstrate ability to learn and work within OSU system - This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. |
| **Preferred (Special) Qualifications** | - Experience working in the nonprofit arena - A demonstrated commitment to promoting and enhancing diversity - Utilizes proofreading skills, and knowledge of English grammar and spelling; ability to carry on in strict confidence and remain calm under pressure; able to work independently, as well as part of a team |
| **Working Conditions / Work Schedule** | Position works primarily in a student resident hall and requires successful completion of a Criminal History Check. |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | No |

**Posting Detail Information**

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| **Posting Number** | P01787UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 12/16/2017 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 12/06/2017 |
| **Full Consideration Date** | 12/28/2017 |
| **Closing Date** | 01/02/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | To ensure full consideration, applications must be received by December 28, 2017. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants.  When applying you will be required to attach the following electronic documents:  1) A resume/CV; and  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.  For additional information please contact: Sandy Neubaum at sandy.neubaum@bus.oregonstate.edu.  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

**BA 280. BUSINESS INSIGHTS (2).**

Connect with faculty and peers and explore OSU resources designed to enhance your college experience and success. Engage in professional development activities and cultivate the soft skills employers are looking for in their future employees.

**BA 282. PERSONAL, PROFESSIONAL AND LEADERSHIP DEVELOPMENT I (1).**

BA 282, taken during fall term of the second year, helps students develop lifelong skills that are practical, meaningful, and useful. These skills and the understanding developed through this course strengthens the student's ability to adapt career goals to changing market conditions, make good decisions in difficult situations, and set financial goals. **PREREQS:** BA 101 [C-] or BA 162 [C-]

**BA 283. PERSONAL, PROFESSIONAL AND LEADERSHIP DEVELOPMENT II (1).**

BA 283, taken during winter term of the second year, course helps students develop lifelong skills that are practical, meaningful, and useful. These skills and the understanding developed through this course strengthens the student's ability to adapt career goals to changing market conditions, make good decisions in difficult situations, and set financial goals. **PREREQS:** BA 101 [C-] or BA 162 [C-]

**BA 284. PERSONAL, PROFESSIONAL AND LEADERSHIP DEVELOPMENT III (1).**

BA 284, taken during spring term of the second year, course helps students develop lifelong skills that are practical, meaningful, and useful. These skills and the understanding developed through this course strengthens the student's ability to adapt career goals to changing market conditions, make good decisions in difficult situations, and set financial goals. **PREREQS:** BA 101 [C-] or BA 162 [C-]