**Program Manager & Instructor**

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

To ensure full consideration, applications must be received by 7/15/2019. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. When applying you will be required to attach the following electronic documents: 1) A resume/CV that includes the names of at least three professional references, their e-mail addresses and telephone contact numbers (upload as ‘Other Document 1’ if not included with your resume/vitae). 2) A cover letter indicating how your qualifications and experience have prepared you for this position. For additional information, please contact Noelle Cummings, noelle.cummings@oregonstate.edu. Offers of employment are contingent upon meeting all minimum qualifications. Starting salary is typically at the lower end of the pay range. 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. This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement. 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.

**Position Details**

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| Position Information | | |
| **Department** | | College of Business Dept (BUS) |
| **Position Title** | | Coordinator-Academic Program |
| **Job Title** | | Program Manager & Instructor |
| **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** | | $47,820.00 to $81,372.00 |
| **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 position reports directly to the Student Engagement Director for the College of Business. The purpose of this position is to support the director by providing overall management and supervision to select Student Engagement Programs. This position is responsible for the coordination of tasks: Providing leadership and direction for: financial wellness education, specifically in the College of Business’ Blueprint series; broader support to the university-wide financial wellness center; as well as other assigned programs within Student Engagement. |
| **Position Duties** | | General This position is responsible for managing assigned Student Engagement programs.  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 troubleshoots 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 – 30% Takes lead on developing, managing, and implementing Blueprint Series programming, including curricular and co-curricular components  Takes lead on developing, managing, and implementing programming aimed towards prospective, incoming, and current students in the College, specifically on personal finance support, including curricular and co-curricular components  Collaborates with partners to provide broader support to the university-wide financial wellness center 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 Coordinates with College Marketing and Communications to create collateral for programs  Classroom Management – 70% Develops curriculum for and teaches Blueprint courses with financial literacy learning outcomes Provides coordination and expertise to course-related learning labs with disciplines across the College 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 of student workers in written evaluations Disciplines or effectively recommends discipline for student workers |
| **Minimum/Required Qualifications** | | Experience with management and supervision.  A firm understanding of college financial literacy practices and issues affecting one’s financial wellness this includes topics such as: financial aid, scholarships, and budgeting.  Previous experience teaching 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.  Utilizes proofreading skills, and knowledge of English grammar and spelling.  Ability to carry on in strict confidence and remain calm under pressure. Ability to provide general resource and referral assistance.  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.  This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030. |
| **Preferred (Special) Qualifications** | | Master’s degree in Business, Public Health, Education, College Student Services and Administration, or a closely related field.  Basic knowledge of other financial literacy related topics, such as: credit, taxes, salary negotiation, understanding benefits packages, ID Theft, savings, investing, risk management, etc.  A demonstrated commitment to promoting and enhancing diversity. |
| **Working Conditions / Work Schedule** | | This person is responsible for maintaining a flexible work schedule.  Incumbent will be required to maneuver up to 15 lbs between university buildings.  This position may work with students 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.** | | Yes |
| Posting Detail Information | | |
| **Posting Number** | P03120UF | |
| **Number of Vacancies** | 1 | |
| **Anticipated Appointment Begin Date** | 08/12/2019 | |
| **Anticipated Appointment End Date** |  | |
| **Posting Date** | 06/20/2019 | |
| **Full Consideration Date** | 07/15/2019 | |
| **Closing Date** | 07/22/2019 | |
| **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 7/15/2019. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled.  When applying you will be required to attach the following electronic documents: 1) A resume/CV that includes the names of at least three professional references, their e-mail addresses and telephone contact numbers (upload as ‘Other Document 1’ if not included with your resume/vitae). 2) A cover letter indicating how your qualifications and experience have prepared you for this position.  For additional information, please contact Noelle Cummings, noelle.cummings@oregonstate.edu.  Offers of employment are contingent upon meeting all minimum qualifications.  Starting salary is typically at the lower end of the pay range.  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.  This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement.  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. | |

**Supplemental Questions**

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

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

1. Other Document 1 (see Special Instructions)