



Internal/External	External
Position Title	Student Engagement Program Manager
TTC Title and Code	Student Affairs Manager (AE193)
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus, Dreyfus University Center <u>Supervisor</u> : Anne Hoffmann, Associate Director for Programs, University Centers
Department	University Centers
Department Description	The University Centers is a comprehensive and diverse organization with 16 programmatic/service units located across 3 campus buildings. We provide students and the community with unique, enriching engagement and entertainment opportunities beyond the classroom, inspiring a lifetime of learning, growth, and success. The University Centers is a unit within the Division of Student Affairs.
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit www.joinuwsp.org for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit www.EverythingPointsHere.com .
Position Summary	The Student Engagement Program Manager will oversee the development and implementation of engagement activities and events coordinated by the Campus Activities and Student Engagement Office. This position serves as the campus Fraternity/Sorority Life advisor and is the direct supervisor for the Basement Brewhaus, the campus coffee shop/pub of the University Centers. In addition, the Student Engagement Program Manager will serve as a liaison with student organization and other departments for diversity, equity and inclusion event and program coordination. Evening and weekend work is expected.
Required Qualifications	<ul style="list-style-type: none"> •Demonstrated ability working with college student volunteers and/or employees. •Knowledge and prior experience in student engagement work. •Demonstrated commitment to social justice diversity, and inclusion. •Demonstrated experience in college programming – event coordination and evaluation. •Excellent organization, collaboration, and communication skills.
Preferred Qualifications	<ul style="list-style-type: none"> •Bachelor’s degree in related field, plus two years of relevant collegiate work experience or Master's degree. •Successful experience in the development, implementation, and assessment of student learning outcomes. •Prior Fraternity/Sorority Life experience. •Prior knowledge and experience with high impact practices. •Ability to problem solve and readily adapt to change. •Financial/Budget/Planning experience.



How To Apply	Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information.
Anticipated Appointment Date	August 1, 2022
Terms of Employment	<p>This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.</p> <p>UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$32, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our Total Rewards page.</p>
Deadline	<p>To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on June 26, 2022. However, screening may continue until the needs of the recruitment are met.</p> <p>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</p> <ul style="list-style-type: none"> - Cover letter addressing qualifications and experience - Resume - Contact information for three professional references
Required Materials	<p>(Official Transcripts may be required of finalist)</p> <p>Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p>
Position Contact	<p>For additional information regarding the position, please call or email: Lukas Wymer, Chair, Search and Screen Committee Email: lwym@uwsp.edu Phone: 715-346-4361</p>
Human Resources Contact	<p>If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email: Human Resources Email: human.resources@uwsp.edu Phone: 715-346-2606</p>
Special Notes	<p>The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”</p> <p>Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.</p> <p>The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at https://www3.uwsp.edu/dos/clery/Pages/default.aspx</p>



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Human.Resources@uwsp.edu

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*PTO offering prorated based on start date and hours worked.



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