



### Position Description

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| <b>Classification Title:</b>                                    | Student Affairs Manager                                                                                                                                                                                                                                                          |
| <b>Working Title:</b>                                           | Student Engagement Program Manager                                                                                                                                                                                                                                               |
| <b>Supervisor's Working Title:</b>                              | Assistant Director                                                                                                                                                                                                                                                               |
| <b>Hours/Shift:</b>                                             | Weekdays primarily; weekends and evenings required                                                                                                                                                                                                                               |
| <b>Department:</b>                                              | University Centers                                                                                                                                                                                                                                                               |
| <b>Supervisory Position:</b>                                    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                              |
| <b>Employee Category:</b>                                       | FASLI                                                                                                                                                                                                                                                                            |
| <b>FLSA Status:</b>                                             | <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt                                                                                                                                                                                                   |
| <b>Date Created/Updated:</b>                                    |                                                                                                                                                                                                                                                                                  |
| <b>Position of Trust:</b>                                       | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>(Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)                                                                           |
| <b>Position of Trust with Access to Vulnerable Populations:</b> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>(Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients) |

| <b>Position Summary</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                        |
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| <b>Primary Responsibilities:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>% of Time Spent</b> |
| Basement Brewhaus Supervision<br>Provide professional direction for a coffee shop/pub including supervision of staff, program planning, public relations, inventory, and budgeting and financial compliance and reconciliation.                                                                                                                                                                                                                                                                                                          | <b>35%</b>             |
| Fraternity and Sorority Life<br>Serve as the University appointed advisor for Fraternity and Sorority organizations including organizing re-recognition process, compiling statistical reports and survey data, provide trainings on risk mitigation, program planning, leadership, etc.                                                                                                                                                                                                                                                 | <b>35%</b>             |
| Equity, Diversity, and Inclusion<br>Actively developing and assisting with engaging equity, diversity, and inclusion campus wide programming. Relationship building across campus.                                                                                                                                                                                                                                                                                                                                                       | <b>20%</b>             |
| Administration<br>Assist colleagues with campus wide programming and attend departmental/unit trainings and meetings. Compile and evaluate learning and program outcome data and statistics for activity, semester, and annual reporting. Develop, present, and supervise annual budgets.                                                                                                                                                                                                                                                | <b>10%</b>             |
| <b>Qualifications – Knowledge, Skills, and Abilities:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                        |
| <b>Required Knowledge, Skills, and Abilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |
| <ul style="list-style-type: none"> <li>• Demonstrated ability working with college student volunteers and/or employees.</li> <li>• Knowledge and prior experience in student engagement work.</li> <li>• Demonstrated commitment to social justice diversity, and inclusion.</li> <li>• Demonstrated experience in college programming – event coordination and evaluation.</li> <li>• Excellent organization, collaboration, and communication skills.</li> <li>• Evening, weekend, and occasional holiday work in required.</li> </ul> |                        |

**Preferred Knowledge, Skills, and Abilities**

- Bachelor’s degree in related field, plus two years of relevant collegiate work experience.
- 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 experience.

**Physical Effort/Demands:**

- Sitting
- Standing
- Walking
- Kneeling
- Squatting
- Frequently lift 1 – 5 pounds

**Equipment Operated:**

- Multiple computer systems and/or software; electronic devices.

**Working Environment:**

The noise level in the work environment is typically low. The average workday has a lot of interruptions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date