Job Description

Job Title: Student Life Manager
Job ID: 3513
Location: Lehman College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES
Manages the development, implementation, monitoring, and evaluation of student programs and quality of life issues, promoting the personal development of a diverse student population.

- Evaluates student needs and trends to develop a range of student services
- Develops and administers specific programs and general activities in support of student needs
- Develops relationships with college departments and outside community organizations to understand student needs and available development opportunities
- Represents the College in campus-wide and university-wide groups and councils focusing on priority student issues
- Manages staff, fiscal resources, and facilities supporting student affairs activities
- Performs related duties as assigned.

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CONTRACT TITLE
Higher Education Associate

FLSA
Exempt

CAMPUS SPECIFIC INFORMATION
- Coordinate a leadership program that integrates the components of civic engagement, community service, and leadership development.
- Coordinate a retreat for student leaders at the beginning of the fall semester and mid semester in the spring.
- Monitor academic progress of student leaders.
- Develop and maintain relationships with academic departments to promote mentoring relationships.
- Develop a comprehensive student leadership website and oversee the design content and production of printed materials such as handbooks, newsletters, etc. regarding student leadership.
- Coordinate off-campus field trips to allow students to observe and meet with recognized leaders in...
elected and corporate settings.
- Manage the OTPS and personnel budget for student leadership programs.
- Assist the Director of Campus Life with the coordination and supervision of activities and programs sponsored or co-sponsored by the Office of Campus Life.
- Assist the Director of Campus Life in the recruitment, training, and supervision of all professional and administrative staff.
- Maintain professional membership in NASPA, ACPA, and related national or local student personnel organizations.
- Perform the duties of the Director of Campus Life in his/her absence.
- Perform other related activities as assigned by the Director of Campus Life or the Vice President for Student Affairs.

MINIMUM QUALIFICATIONS

Bachelor's degree and six years related experience required.

COMPENSATION

Commensurate with experience.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

In addition to applying online, please submit your resume to Vincent Zucchetto via e-mail at vincent.zucchetto@lehman.cuny.edu

CLOSING DATE

Closing Date: 11/30/2010 (review of resumes to begin 10/29/2010)

EQUAL EMPLOYMENT OPPORTUNITY

The City University of New York is an Equal Opportunity Employer which complies with all applicable laws and regulations, and encourages inclusive excellence in its employment practices.