



ANNOUNCEMENT OF POSITION VACANCY **Manager of Student Life Operations**

SUMMARY/RESPONSIBILITIES: Reporting to the Director of Student Life, this position provides leadership and administrative support to Colorado Mesa University (CMU) student clubs and organizations by planning, organizing and marketing events and activities that enhance the student experience and strengthen CMU's recruitment and retention objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Manages budgets for all registered student clubs and organizations, student stipends and student payroll, and maintains managerial signature authority, using it responsibly and appropriately.
- Provides leadership to student clubs and organizations with recruiting, registration, and all communication efforts to include effective marketing strategies for programs and events.
- Uses discretion to manage purchases made by student clubs and organizations through the CMU One card, purchase orders or direct requests.
- Assures institutional policy is being upheld with regard to the negotiation and development of standard contracts, risk management and accounts payable.
- Manages travel policies and procedures for student clubs and organizations by assisting with creating travel authorizations, making travel arrangements, and processing travel expense vouchers.
- Manages student organization's web pages, ensuring dynamic, timely and accurate information is communicated at all times.
- Manages student organizations' computer hardware inventory and overall OrgSync software.
- Manages all R drive access and SMS door access for student life.
- Manages student organizations' email accounts and proxy access.
- Manages and schedules all desk attendants and student life work-studies.
- Assists in the management of parent organizations such as the Outdoor Program (OP) and intramural and club sports by helping with budget management, travel, risk management, student outreach, staffing, and daily operations.
- Conducts spot-check audits of student life departments (OP, intramurals, club sports, and other student organizations) in cash handling policy, student payroll, travel authorizations, contracts, and direct requests.
- Assists with performing student employee terminations and evaluations.
- Maintains close working relationships with student organizations and clubs to assist the director of student life in comprehensive programming that meets educational, cultural, and social needs of students and the campus community.
- Serves as an additional resource for student leaders of clubs and organizations regarding productivity, conduct, concerns, and safety.
- Manages the operations of student run businesses on campus.
- Assists the student life director with special projects and assessments on student and equipment needs. Provides assistance/liaison between students and administration in the resolution of problems/concerns related to students or student organizations.
- Performs other related duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Bachelor's degree from an accredited institution
- Minimum of two years' related experience that includes demonstrated experience in student activities and/or leadership

- Excellent communication skills, most importantly, verbal
- Broad experience integrating issues relating to student activities and student development in a university setting
- Excellent interpersonal skills

DESIRED:

- Demonstrated experience with public agency travel procedures, budget oversight and management, contract management, and risk management fundamentals
- Ability to work with diverse groups of students, staff, and community members
- An understanding of the principles of university student development
- general knowledge of computers and AV technology
- prior familiarity with the policies and structure of a typical four year public college or university

Colorado Mesa University is particularly interested in candidates who have experience working with students of diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by June 30, 2017.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts required upon hire), the names, phone numbers and e-mail addresses of three professional references, at least one of whom is a current or previous supervisor, and the following completed forms:

- [Applicant Authorization to permit Search Committee members to review candidate transcript](#)
- [Applicant Disclosure Form](#)
- [Applicant Background Check Authorization Form](#)
- [Voluntary Affirmative Action form](#)

Email to: CMUJobs@coloradomesa.edu. *Please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.*

Or mail to: Manager of Student Life Operations Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.