SIMON FRASER UNIVERSITY
ADMINISTRATIVE & PROFESSIONAL
JOB DESCRIPTION

Position Title: Manager, Student & Faculty Engagement
Employee Group: APSA

Position #: 00127623

POSITION SUMMARY

The Manager, Student and Faculty Engagement supports and deepens the Centre’s engagement with students and faculties through programming and other structured student opportunities. The Manager is responsible for leading the student and faculty portfolio by executing, documenting and evaluating dialogues with faculties and provides leadership in the development and implementation of student experiential learning opportunities such as student-led programming and meaningful work and volunteer opportunities. The position is responsible for establishing and maintaining relationships with students and faculty and documenting, evaluating and reporting on the overall success of the Centre’s student and faculty engagement portfolio.

DUTIES AND RESPONSIBILITIES

1. Leads the student and faculty engagement portfolio of the Centre by:
   ● Managing the Centre’s experiential education opportunities such as student fellowships, certificate programs, student-led programming and other experiential learning opportunities, as determined through consultation with the Centre’s Executive Director, Associate Director and SFU stakeholders.
   ● Researching opportunities and collaborating with student initiatives which exist within the university.
   ● Planning, developing and implementing opportunities for students to broaden their professional development, convening skills and networks.
   ● Developing a program for paid-opportunities, volunteer and other structured learning opportunities including standard job descriptions and a training manual.
   ● Creating and implementing a communications plan to advertise available student opportunities at the Centre in collaboration with the Centre’s Communications Manager.
   ● Building a Centre alumni strategy in consultation with alumni.
   ● Collaborating with the Centre’s Senior Associate Director of Advancement to develop a fundraising strategy for engaging donors, including alumni donors.
   ● Documenting, evaluating and reporting on the success of the Centre’s student and faculty engagement portfolio.

2. Establishes and maintains relationships in the university by:
   ● Developing and maintaining relationships with faculty members to increase integration between the Centre and the university departments.
   ● Liaising and collaborating with student organizations.
   ● Establishing and maintaining relationships with Student Services and other student-centered services.
   ● Representing the Centre as the faculty and student liaison at internal events such as orientation, open house, student clubs and unions, networking events, socials and other special events.
   ● Liaising with the Co-operative Education and Financial Aid Program for co-op and work-study opportunities.
   ● Attending Centre events including all Semester in Dialogue related student activities.

3. Responsible for the recruitment, training and supervision of volunteers, work-study students and co-op students by:
   ● Creating work schedules.
   ● Providing mentorship and coaching.
   ● Evaluating performance and initiating corrective action to provide a motivating, supporting and rewarding work environment for students.

4. Supports and deepens the Centre’s engagement with students and faculty through programming by:
   ● Managing and executing dialogues with SFU faculties to increase their access to the Centre’s facilities, and build and strengthen linkages between academics and the community.
   ● Managing all logistics of event planning which include researching and booking venues, organizing planning meetings, catering, sending invitations and tracking registration numbers, managing attendee lists, communications and outreach, financial management of the budget and post-evaluation of the event.
   ● Obtaining buy-in, support and resources from faculty and working closely with faculty and its administration to execute dialogues and documenting and evaluating dialogues, and sharing templates and practices with faculty to help build their future convening capacity.
IMPACT OF DECISION MAKING

The Manager, Student & Faculty Engagement makes decisions regarding:

- The activities which aim to enhance student engagement with the Centre.
- The recruitment, training, and supervision of co-op students, work-study students and volunteers.
- The management and execution of programming and events.

RELATIONSHIPS

Establishes and maintains relationships with peers and contacts with access to information and to key business partners. Shares information and advice on how to get things done and who to involve.

Primary Working Relationships

Internal Connections – Establishing and maintaining relationships with faculty, students and volunteers. Works closely with the Executive Director and Associate Director.

External Connections – Represents the Centre as the lead for the Student and Faculty Engagement portfolio.

QUALIFICATIONS

Bachelor’s degree and four years of related experience which include student and faculty engagement, teaching and/or an equivalent combination of education, training and experience. Experience in creating culturally appropriate spaces for engagement between Indigenous and non-Indigenous people, including knowledge of social and historical contexts.

- Excellent knowledge of student and faculty engagement.
- Excellent leadership and mentoring skills.
- Excellent interpersonal and written communication skills.
- Excellent organizational and time management skills, and the ability to prioritize effectively.
- Excellent problem-solving, analytical reasoning and conflict resolution skills.
- Excellent event management and project coordination skills.
- Ability to establish and manage relationships with students and faculty.
- Knowledge of good practices for inter-cultural engagement, including cultural literacy in the norms of multiple communities in Metro Vancouver and Canadian contexts.
- Good knowledge of University policies and procedures.