

POSITION: Student Organization Manager
DEPARTMENT: Office of Student of Student Engagement
REPORTS TO: Coordinator of Student Engagement

General Description:

The Student Organization Manager assists the Office of Student Engagement professional staff in the coordination and development of a comprehensive and integrated schedule of events and activities for the University of New England undergraduate population. Serving as a liaison and resource to the various clubs and organizations, the Manager provides support and guidance for student leaders and participates in various trainings.

Specific Duties and Responsibilities:

- Serve as a resource to students regarding clubs, organizations, and events on campus.
- Responsible for maintaining club/organization registration in the fall and spring.
- Assist the Student Engagement staff with the planning and coordination of Clubs and Organizations training, workshops, and sessions. Helps facilitate co-sponsorships between clubs and encourages those connections where possible.
- Assist in the planning of the annual Student Involvement Fair that occurs the first Friday of the Fall semester.
- Facilitate the event planning process and approval for student groups with the guidance and support of Student Engagement staff.
- Serve as a resource for Faculty and Staff Club Advisors.
- Assist with department programs.
- Assist in management of the involvement portal including but not limited to, creating forms, approving events and approving advertisements.
- Assist in management of the involvement portal finances and purchase requests created by clubs and organizations.
- Assist in the new club approval process.
- Make approved purchases for clubs and organizations.
- Maintain the Student Organizations Manager email address.
- Meet regularly with supervisory professional staff.
- Assist in the implementation of various assessment projects.
- Maintain 7-10 office hours a week.
- Other related duties as assigned by the Office of Student Engagement

Qualifications:

- Good judicial standing with University.
- Excellent communication (verbal) and written skills.
- Basic computer skills and a familiarity with Microsoft Word and Microsoft Excel.
- At least one year of meaningful and relevant student involvement at the University.
- At least one semester in a student leadership position.

Duration and Compensation:

The position of Student Organization Manager is an hourly position, for an appointment of one academic year, with the possibility of renewal based upon performance. Termination may result from non-performance of duties as specified in this document or violation of The University Conduct Code.