

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#)

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: MANAGER, LeaRN PROGRAMS**

**Reports To:** LeaRN

**UW Job Code:** 3040

**UW Job Family:** 35 – Student Services Management Support

**SOC Code:** 21-1012

**FLSA:** Exempt

**Pay Grade:** 23

**Date:** 5-15-18

### **JOB PURPOSE:**

Provide day-to-day management and coordination for student success programs within the LeaRN center; develop programming and services providing academic resources for students; plan and implement program assessment; recruit, hire, train and supervise student employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop, implement and coordinate programs to improve academic success for participating students which may include the STEP Tutor Center, Supplemental Instruction, Bridge Programs and learning communities, First-Year Academic Recovery, Early Alert and other assigned first-year experience and/or first-year mentoring programs.
- Develop, administer, and analyze annual assessments of assigned programs, including evaluating statistical and narrative reports. Collaborate with university leadership to identify metrics as an indicator of student progression and retention.
- Manage an operating budget to ensure program alignment with fiscal allocation. Purchase equipment, supplies, and services in accordance with university procurement policies and procedures.
- Directly supervise and coordinate hiring, orientation, training, discipline and evaluation of student employees, including developing training resources.
- Some positions may provide vision, strategic direction with campus partners and accountability for developing programs and implementing high-impact practices and services that support undergraduates' academic transition, engaging first-year experiences, retention and success.
- Some positions may coordinate and/or teach a University Studies course each semester.
- Create and disseminate marketing materials promoting student programs and activities that support student success and retention initiatives; maintain social media presence and department website.

- Oversee student enrollment, course management and program planning with other UW departments.
- Participate in grant writing activities and assist in securing outside funding to support initiatives.
- Act as a liaison between campus faculty members, administrators and students to ensure students have adequate support.

**SUPPLEMENTAL FUNCTIONS:**

- Serve on advisory boards and committees; collaborate with others in student and academic affairs as assigned.
- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

**COMPETENCIES:**

- Collaboration
- Formal Presentation Skills
- Influence
- Integrity
- Sensitivity
- Work Prioritization & Management
- Service Orientation

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

- **Master's degree is preferred**

Experience: **5 years work-related experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Academic course development methods and techniques.
- Applicable university, state and federal regulations, policies and procedures.
- Assessment techniques and methods.
- Marketing strategies and processes.
- Problem resolution and facilitation methods and techniques.
- Employee development and performance management processes and procedures.
- University curriculum, techniques and methods for student advising.
- Academic standards governing student probation, suspension, and/or expulsion.
- Programs/services available to university students.
- Student recruitment and retention issues.

- Peer counseling/tutoring processes and methods.
- Budgeting, cost estimating, and fiscal management principles.

Skills and Abilities to:

- Communicate effectively, both orally and in writing.
- Use independent judgment to make effective decisions impacting project work, prioritization, coordination, management and supervision of support staff activities.
- Understand and comply with applicable federal, state and University rules and regulations.
- Develop, plan, and implement short- and long-range goals and objectives.
- Perform assessments and evaluate and understand impact of statistics.
- Manage budgets, plan project coordination, assessment, goals and strategies.
- Work effectively with a wide range of constituencies in a diverse community with strong interpersonal and communication skills.
- Make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Maintain concise and thorough records.
- Maintain confidentiality.
- Develop and deliver presentations.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment; may be required to work a flexible schedule; occasional travel.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.