

Ohio University – Compensation 2014
Job Family: Student Affairs | Career Track: Management

Develops, implements, facilitates, and evaluates various programs focused on assisting students in successfully integrating into the University environment. Programs include those that support academic, co-curricular, student governance and leadership, and focused services to promote the retention and success of the multicultural population. Responsibilities include counseling students and student organizations; developing and providing appropriate educational programs, workshops, and presentations; promoting and facilitating a multicultural University, ensuring access and support to a wide range of students; preparing communication materials and website updates to inform and market unit capabilities and offerings to other organizations; investigating and resolving complex student disciplinary issues; preparing grant/funding requests; acting as a liaison and establishing support networks within the University and community; and developing tutoring and other student support services. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Management I	Management II	Management III	Management IV	Management V
Accountabilities	<p>PEOPLE Provides direct service to students.</p> <p>Hires, trains, and directs large numbers of student employees.</p> <p>Works with the University community (including students, faculty, administrators, parents, and interested parties) to further the success of student services.</p> <p>OPERATIONS Provides day-to-day supervision of student programs such as tutoring centers.</p> <p>Schedules staff and resources.</p> <p>Develops resources, training materials, and communications/marketing.</p> <p>BUDGET Purchases supplies and equipment.</p>	<p>PEOPLE Supervises student employees and/or staff who manage other student employees.</p> <p>Responsible for maintaining a work culture that is customer service oriented, productive, healthy, and valuing of diversity. Responsible for attracting, rewarding, engaging, and developing talent.</p> <p>OPERATIONS Provides day-to-day oversight of student programs. Manages projects and workflow to ensure project goals and deadlines are met.</p> <p>Develops and enhances student program offerings. Provides leadership programming for student employees.</p> <p>Provides consultation and training to students and student employees.</p> <p>Handles grievances and student disciplinary issues. Provides crisis management and direct intervention on student crises.</p> <p>Plans and implements marketing programs and related communications to promote student programs services.</p> <p>Serves as an advocate, counselor, and/or mediator for students and student organizations.</p> <p>BUDGET Approves expenditures within assigned budget.</p>	<p>PEOPLE Manages and prioritizes staff work plans.</p> <p>Responsible for establishing and cultivating a work culture that is customer service oriented, productive, innovative, and valuing of diversity.</p> <p>Works with internal and external customers to develop and implement programs to enhance the student experience and facilitate success.</p> <p>Develops partnerships with facilities management, human resources, institutional equity, auxiliary services, academic leadership, student organizations, Ohio University Police, and other related University departments.</p> <p>OPERATIONS Manages professional/administrative, classified, and student staff. Determines and implements annual work plans. Determines priorities and effectively allocates financial and human resources. Provides oversight on projects and workflow to ensure project goals and deadlines are met.</p> <p>Identifies student programmatic needs and requirements. Initiates and develops programs to facilitate the student experience. Develops policies, procedures, and standards for the student services unit.</p> <p>Ensures compliance with federal, state, and local laws, regulations, codes, and/or standards. Monitors changes in guidelines, laws, and regulations related to area of responsibility and implements necessary changes to procedures.</p> <p>Oversees and/or provides crisis management and direct intervention on student crises.</p> <p>BUDGET May develop budget for unit. Reviews and monitors budgets.</p>	<p>PEOPLE Determines and aligns unit work plans and goals with the overall strategies established for the planning unit.</p> <p>Works with senior level leaders to provide effective and efficient student affairs programs and processes.</p> <p>OPERATIONS Provides strategic vision and directs staff, typically through subordinate managers.</p> <p>Oversees and has accountability for strategic and operational direction for a large-scale planning unit or multiple student affairs services serving the entire University community. Sets priorities; ensures legal compliance and develops and ensures adherence to federal state and local laws, University policies, and relevant regulations.</p> <p>BUDGET Develops, reviews, and monitors assigned budgets. Forecasts unit expenses, which involves reviewing and analyzing statistical and historical data, considering the impact of identified internal and/or external variables.</p>	<p>PEOPLE Works with senior leaders of the University to oversee University-wide student affairs strategies.</p> <p>Oversees a large workforce that consists of managers and directors.</p> <p>OPERATIONS Responsible for the strategic alignment, long-term planning, and program oversight of University-wide student affairs programs.</p> <p>Oversees and has accountability for administrative and operational activities.</p> <p>BUDGET Develops, reviews, and monitors University student services budgets and provides long-term planning reports for executives.</p>

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Requirements	<p>Knowledge and expertise in concepts, principles, and practices of student services typically obtained through a Bachelor's degree and 0 - 3 years of student services experience including experience as a lead. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure for the position.</p>	<p>Knowledge and expertise in concepts, principles, and practices of student services typically obtained through a Bachelor's degree in psychology, business, or related field and a minimum of 3 years student services experience including supervisory experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure for the position.</p>	<p>Knowledge and expertise in concepts, principles, and practices of student services typically obtained through a Master's degree in counseling, academic administration or related field and 3 to 5 years of student services experience including significant management experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure for the position.</p>	<p>Seasoned knowledge and expertise in theories, concepts, and principles of the management of student services typically obtained through a Master's degree in counseling, academic administration or related field and 6 - 8 years of student services work experience including experience managing a team of professional employees. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure for the position.</p>	<p>Expert knowledge and expertise in theories, concepts, and principles of the management of student services programs typically obtained by a Master's degree or postgraduate degree in counseling, academic administration or related field and more than 8 years of student services work experience. This will include significant experience in managing financial and human resources as well as experience developing, gaining support for and executing short and long term strategic plans. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>