As a UW employee, you will enjoy generous benefits and work/life programs. For detailed information on Benefits for this position, click here.

As a UW employee, you have a unique opportunity to change lives on our campuses, in our state and around the world. UW employees offer their boundless energy, creative problem solving skills and dedication to build stronger minds and a healthier world.

UW faculty and staff also enjoy outstanding benefits, professional growth opportunities and unique resources in an environment noted for diversity, intellectual excitement, artistic pursuits and natural beauty.

The Michael G. Foster School of Business has an outstanding opportunity for a Program Manager, Student Leadership.

The position advises and tracks progress of 25+ student organizations, with a combined membership of 400+ students while providing services and events for the entire undergraduate population of 1900+ students. It includes development and enforcement of policies and procedures as they relate to student organizations. Additionally, this position envisions and implements student development and leadership programming for Foster students. The position is responsible for independent decisions related to planning and implementation of large scale programming.

RESPONSIBILITIES:

Oversees the 25+ Foster School student organizations

• Counsel the student officers and members of the student organizations.
• Work to ensure all Foster student organizations are in good standing with UW Student
Activities Office, the Foster School and their national organization.
- Review and revise Foster School guidelines as needed
- Track student organizations’ progress in meeting Foster School guidelines and benchmarks.
- Enforce student organization financial tracking and accountability.
- Act as a liaison between student organizations, the Undergraduate Programs Office and other administrative structures on campus.
- Advise the student organizations on appropriate activities.
- Counsel the Undergraduate Business Council (the governing body of all Foster School student organizations). This includes but is not limited to –
  - Interviewing and selecting officers
  - Holding regular meetings with the UBC president to enhance leadership skills and prepare for monthly student organization presidents’ meetings.
  - Supporting UBC officers in executing their roles and responsibilities
- Interface with faculty advisers of student organizations to encourage consistent support.
- Support student organization programming (Foster Spotlight, resource fairs during Week of Welcome autumn and winter quarters, Week of Service, etc.)
- Creatively expand opportunities for undergraduate engagement with student organizations.
- Provide operational support to student organizations.
  - Manage office and storage space for student organizations.
  - Facilitate room assignments for club meetings.
  - Manage applications and awards from a fund to provide financial support for new student run events.
  - Assist with promotion of events via social media and digital outlets in Foster buildings.
- Ensure that student organizations present the Foster School positively to our stakeholders (the University and corporate community and alumni).
- Interface with Foster Advancement team as appropriate to cultivate additional funding for student organizations.

**Envision and implement student development and leadership programming**

- Design curriculum, coordinate presenters and track student involvement in non-credit leadership programs which meet the developmental needs of respective students.
- Support student development by nurturing leadership in the officers of all organizations.
  - Produce two-day annual Student Leadership Retreat.
  - Provide on-going leadership programming for officers of student organizations.
- Build relationships with alumni and other business professionals to serve as guest presenters and mentors.
- Arrange appropriate program-wide speakers and receptions as appropriate.
- Interface with Foster Advancement team as appropriate to cultivate additional funding for undergraduate leadership initiatives.

**Encourage and implement innovative programming to connect undergraduates with the Foster School**
• **Foster Experience**
  o Lead efforts of Undergraduate Programs to welcome 180-500 new students via half-day and full-day events combining career services programming, advising and community building.

• **Business Week**
  o Facilitate week-long programming in to build undergraduate community within Foster.
  o Coordinate schedule of events planned by student organizations and market Business Week within Foster School to encourage participation.
  o Manage budget for events and coordinate with Advancement regarding corporate participation as needed.

• **Foster Mentor Program**
  o Partner with Alumni Relations and UBC.
  o Recruit mentees, market program, plan and implement training as well as mid-point review plus coordinate annual celebration.

This position requires evening and weekend work to support student organization programming.

Other duties as assigned.

**MINIMUM REQUIREMENTS:**

A Bachelor’s degree or equivalent combination of education and experience, and at least three years of program planning, collegiate student development, student services, or related experience.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

**ADDITIONAL REQUIREMENTS:**

• Must be comfortable working independently in a customer service focused, fast-paced, team-oriented office setting.
• Able to juggle a variety of tasks, prioritizing steps and problem-solving.
• Must enjoy working with a diverse student body.
• Strong verbal and written communication skills, as well as solid interpersonal and presentation abilities
• Energetic self-starter with a get-it done attitude and collaborative disposition.
• Positive attitude and strongly values being an active member of a team.
• Proven ability to multi-task and prioritize in a fast-paced environments plus an ability to set and meet goals and adapt quickly to changing priorities.
• Ability to interpret and explain UW and Foster School of Business policies and procedures.
• Must be able to work professionally and effectively communicate across various
demographics within community organizations, colleges and the business community (e.g., the Dean and Foster School Leadership, students, alumni, faculty, staff, business partners, donors etc.)

• Experience building partnerships with external groups and/or organizations.
• Excellent interpersonal and oral communication skills, including public speaking and articulating ideas clearly.
• Comfortable presenting to large groups
• Excellent customer service and conflict resolution skills.
• Superior organizational skills and attention to detail.
• Demonstrated ability to successfully organize, plan, and execute small and large-scale projects and events.
• Experience managing programs and event budgets.
• Proficiency with Microsoft Office (Word, Excel, PPT), as well as the web, email, and social media.
• Flexibility with work hours - evening are sometimes required.
• Flexible and available for travel as needed.
• Ability to occasionally lift 30 lbs. and stand for long periods of time at events.
• Familiarity with the administrative structure of a large university highly desirable.

CONDITIONS OF EMPLOYMENT:

Application Process:
The application process for UW positions may include completion of a variety of online assessments to obtain additional information that will be used in the evaluation process. These assessments may include Work Authorization, Cover Letter and/or others. Any assessments that you need to complete will appear on your screen as soon as you select “Apply to this position”. Once you begin an assessment, it must be completed at that time; if you do not complete the assessment you will be prompted to do so the next time you access your “My Jobs” page. If you select to take it later, it will appear on your "My Jobs" page to take when you are ready. Please note that your application will not be reviewed, and you will not be considered for this position until all required assessments have been completed.

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under Washington state law.
Committed to attracting and retaining a diverse staff, the University of Washington will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.

The University of Washington is a leader in environmental stewardship & sustainability, and committed to becoming climate neutral.
The University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 or dso@uw.edu.

COVID-19 VACCINATION REQUIREMENT

Governor Inslee's Proclamation 21-14.2 requires employees of higher education and healthcare institutions to be fully vaccinated against COVID-19 unless a medical or religious exemption is approved. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. As a condition of employment, newly hired employees will be required to provide proof of their COVID-19 vaccination. View the Final candidate guide to COVID-19 vaccination requirement webpage for information about the medical or religious exemption process for final candidates.

Apply for this job

Link to job posting