POSITION ANNOUNCEMENT SUMMARY
Program Manager, First Year & Engagement Programs
Texas Tech University
Lubbock, Texas

Nature and Purpose of Position:
The First Year and Engagement Program Manager coordinates programming and outreach to support transition and retention of new students. The Program Manager is directly responsible for Red Raider Camp programming, recruiting, selecting, and training the Camp Staff, and developing initiatives to support incoming students. The Program Manager will coordinate major engagement programs, such as Majors & Minors Fair and Texas Techspo, by facilitating program design, outreach, and assessment.

The First Year and Engagement Program Manager position is highly visible on the Texas Tech University campus and interacts daily with new students, University administrators, faculty, and staff. The ideal candidate would be interested in supporting new student transition, have a desire to learn about office and administrative functions, be detail-oriented, and be committed to working on a team with a unified vision.

The First Year and Engagement Program Manager reports to the Associate Director of Transition & Engagement/Red Raider Orientation. Transition & Engagement is a collaborative collection of programs and services that assist students in the transitions inherent to college and academic life and provide opportunities to help students engage in the academic community and navigate successfully to graduation.

Primary Responsibilities
Administrative: This position is responsible for all aspects of program implementation for Red Raider Camp. This includes, but is not limited to, logistics, marketing, social media outreach, research, and evaluation. The Program Manager will design, implement, and assess retention-related camp initiatives. Responsibilities also include coordinating assigned engagement programs including Majors & Minors Fair and Texas Techspo. In addition, some areas will require new programmatic development. The Program Manager will design collaborative academic and social initiatives to support first year student transition and retention.

Supervision & Advising: The Program Manager will coordinate the recruitment, selection, and training for the undergraduate Camp Staff. This includes developing curriculum, leadership and teambuilding activities, and equipping Camp Staff to support new students in their transition. Responsibilities also include generating supervision plans and opportunities for graduate assistants and student leaders.

Departmental Support: The Program Manager is expected to maintain accurate records and budgets, as well as create and publish promotional and marketing materials as needed. Generalist duties and responsibilities associated with Transition & Engagement are also expected. This includes serving on University or departmental committees as assigned, participating in regional/national conferences as requested, and representing the department at recruiting events.
Additional Information:
The Program Manager will spend one month in Brownwood, Texas during July and August overseeing Red Raider Camp. Weekend and evening hours are also required throughout the year.

Minimally, qualified applicants will possess a Bachelor's degree and four years of experience developing or managing programs or projects. Additional job related experience may be substituted for the required education on a year-for-year basis.

Preferred Education & Experience:
The diverse nature of this position requires a professional with knowledge of and/or experience with student development programs on a college campus. Candidates must be well versed in student development, transition, and retention theories. A master's degree in student personnel/student affairs or related fields is preferred.

The ideal candidate can handle administrative details independently, including the ability to:
- prioritize and coordinate complex projects; plan, set goals and objectives, and then organize and follow through;
- think strategically; conceive and express concepts and higher level abstract, logical reasoning; and be comfortable with new, complex subject matter;
- effectively communicate (written and verbal) with various groups, including students, faculty, staff, and community members; prioritize and adapt to various University community needs.

Experience in advising student organizations and supervising student workers and experience in event planning and marketing preferred.

This is a Security Sensitive Level II Position. Any offer of employment is contingent upon the candidate passing a police records check and a drug and alcohol test, which will be performed after a conditional offer of employment has been extended, but before employment can be confirmed. Employees in Level II positions are subject to a post-accident drug and alcohol testing.

Compensation
Pay range is $48,000 to $50,000 annually with University benefits and retirement package through the State of Texas. Position is 12-month exempt.

Application:
This position announcement is only a summary and overview. For more information and to submit an application, please go to https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25898&siteid=5635#jobDetails=447110_5635 Applications should include University application, resume, three (3) current references, and a letter of recommendation. Review of applicants to begin immediately and will continue until position is filled. For full consideration, applicants should apply by Friday, May 24.

Questions regarding position can be directed to Zach Manning, Associate Director, Transition & Engagement/Red Raider Orientation, at (806) 742-2993 and zach.manning@ttu.edu.

Learn more about our department at www.studentengagement.ttu.edu.

EEO/Affirmative Action/Vet/Disability Employer.