

## Manager of Student Experience and Engagement

Anglo-American University announces a search for a **full-time** position of **Manager of Student Experience and Engagement**.

The Manager of Student Experience and Engagement is responsible for providing leadership and administrative direction in developing and implementing initiatives and programs that enhance the quality of student life on campus. This role is crucial in fostering an inclusive environment, ensuring access for all AAU students, and promoting a strong sense of community.

The Manager of Student Experience and Engagement will lead and manage the operations of student activities, student clubs, student involvement, and Student Council advising, training, and operations. They will also oversee the Career Specialist and Alumni Relations, ensuring the seamless integration of career services, alumni engagement, and student life to enhance the overall student and alumni experience, while fostering a vibrant and supportive campus environment. This role requires close collaboration with the Director for Admissions and Student Support to align efforts in student integration and support.

The Manager of Student Experience and Engagement reports to the Vice-President for Student Affairs.

### Responsibilities:

- Lead and cultivate a vibrant student activities and engagement program, collaborating with faculty, staff, and students to positively contribute to student success.
- Act as the primary advisor and main point of contact for the Student Council.
- Serve as the primary contact for all AAU Student Clubs.
- Plan, implement, and assess major student-related campus events, including Family Orientation, New Student Orientation, Spirit Week, the Awards Ceremony, and other student key events.
- Develop, implement, and oversee a comprehensive co-curricular First Year Experience (AAU Experience) program to facilitate student development, campus involvement, and support student retention.
- Oversee the operations of the Career Center and Alumni Office, ensuring alignment with student experience and engagement goals.
- Draft and oversee the Student Experience and Engagement budget, including creating and submitting budget requests for Student Engagement, as well as managing purchase requests for the Student Council and student clubs.
- Co-chair the Student Affairs Committee.
- Participate in institutional effectiveness efforts, including setting annual goals and objectives, planning, and evaluating outcomes.

### Requirements:

- Master's degree in student affairs, higher education administration, or a related field.
- Strong knowledge of the principles, practices, and trends in the Student Affairs field, with a demonstrated commitment to working with a diverse student body.
- At least three years of relevant experience in developing and managing student activities.

- Exceptional oral, written, and interpersonal communication skills, with experience in presenting to large audiences.
- Excellent organizational skills, along with creativity and innovation in implementing new initiatives and optimizing available resources.
- Native English speaker.
- Approachable and personable, with a welcoming demeanor that encourages students to feel comfortable seeking guidance and support.
- Willingness to work evenings or weekends as required.

**We offer:**

- 25 days of vacation per year.
- 5 sick days per a year.
- Multisport card partly paid by the employer.
- Flexible working hours.

Interested candidates should send their CV and a cover letter to Ivana Vrobel at [ivana.vrobel@aauni.edu](mailto:ivana.vrobel@aauni.edu). The **review of the applications will start after September 15th, 2024** and will continue until the position is filled. The candidate is expected to start as soon as possible.