

Manager of Student Experience and Engagement

Anglo-American University announces a search for a full-time position of Manager of Student Experience and Engagement. This is a **fixed-term position for a period of two years**, serving as a replacement for maternity leave.

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 plays a key part 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 leads and manages student events and activities, student clubs and involvement initiatives, the Academic Tutoring Center, and the Mentor Program for first year students. The role also serves as the primary advisor to the Student Council and advises Student Council initiatives, processes and operations.

In addition, the Manager oversees the work of the Career Counselor and Alumni Relations Specialist, ensuring the effective integration of career services, alumni engagement, and student life programming to support student success and strengthen the overall AAU community.

This position works closely with the Director for Admissions and Student Support to align efforts related to 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.
- Serve as the primary advisor and main point of contact for the Student Council.
- Act as the primary contact for AAU athletic student clubs funding including managing and allocating athletic club budget.
- Plan, implement, and assess major student-related campus events, including New Student Orientation, Family Orientation, the AAU Awards and Ball, the Spring Music and Arts Festival, and other key student events.
- Develop, implement, and oversee an annual Mentor Program to support first year student development, campus involvement, and student retention.
- Oversee the operations of the Academic Tutoring Center, including improving student support services, supervising the student tutoring team, and producing operational reports.
- Supervise and coordinate the work of the Career Center and Alumni Relations, ensuring alignment with student engagement and experience goals.
- Draft and oversee the Student Experience and Engagement budget, including preparing budget requests and approving funding requests for the Student Council budget.
- Participate in institutional effectiveness initiatives, 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 or student engagement initiatives.
- Exceptional oral, written, and interpersonal communication skills, including experience presenting to large audiences.
- Excellent organizational skills, along with creativity and innovation in implementing new initiatives and optimizing available resources.
- Excellent English skills required (native-level), as most students are native speakers.
- Approachable and personable, with a welcoming demeanor that encourages students to seek guidance and support.
- Willingness to work evenings or weekends as required.

We Offer

Fixed-term employment contract (Maternity leave replacement)

25 days of vacation per year

5 sick days per year

Multisport card partly paid by the employer

Flexible working hours

Interested candidates should send their CV and a cover letter to workwithus@aauni.edu. The review of applications will continue until the position is filled. The successful candidate is expected to start in June 2026.