



*Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.*

<b>Job Title:</b>	<b>Manager of Student Life Operations, Sault Ste. Marie Administration</b>
<b>Position Status:</b>	Temporary (6 Month Contract) Full-time
<b>Department:</b>	Student Life and Ancillary Services Non Union
<b>Supervision Received:</b>	Director of Student Life and Ancillary Services
<b>Supervision Exercised:</b>	Student Life Staff in Sault Ste. Marie
<b>Location:</b>	Sault Ste. Marie
<b>Number of Positions:</b>	1

#### PRIMARY FUNCTIONS:

A. Operational Supervision	60%
B. Community Engagement and Service Delivery	20%
C. Planning and Policy Development	20%
<b>TOTAL</b>	<b>100%</b>

The Manager of Student Life Operations, SSM is responsible for leading staff of the Student Life team in Sault Ste Marie in day to day operations. This position will ensure that the day to day student life services being provided to students achieves Algoma University's strategic goal of a positive student experience at all of our campuses.

#### RESPONSIBILITIES:



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**A. Operational Supervision 60%**

- Provide direct supervision of day to day student life operations in Sault Ste. Marie
- Supervise logistical planning of Student Life activities at the Sault Ste. Marie site, ensuring goals are met for a positive and engaging student experience
- Empowered to make operational decisions that support organizational strategic plans and enhance overall operations
- Maintain Attendance Management records for Student Life Staff in Sault Ste. Marie
- Meet regularly with Student Life Staff to provide support
- Manage tracking of annual budgets including ability to approve PO's and invoices
- Communicate with stakeholders to answer operational questions and promote services
- Develop, implement, and monitor a communication strategy to increase engagement and satisfaction in student life
- Work collaboratively with all student experience providers to ensure a cohesive offering of student life programming and services in Sault Ste. Marie
- Ensure orientation programming targets are met
- Research and implement new operational processes to improve efficiency
- Research and develop new programming opportunities for students
- Meet regularly with student, faculty, and staff leaders to collect feedback and improve services offered
- Meet with other service providers to collaborate on services offered
- Conduct Student Code of Conduct (Non-academic) investigations related to Sault Ste. Marie and prepare reports for the Director of Student Life and Ancillary Services
- Lead regular review of Student Code of Conduct investigation processes for all campuses and implement improvements where needed.

**B. Community Engagement and Service Delivery 20%**

- Responsible for developing strategic partnerships with community providers that enhance the student life experience and resources for Sault Ste Marie students
- High level point of contact for Student Life community partners
- Oversee initiatives that utilize these community partnerships to provide resources and programming
- Direct strategy to promote community partnership resources to increase student usage
- Direct Student Life Staff in engagement with community partners
- Measure success of community partnerships and determine gaps that need to be addressed
- Work with external service providers to develop a communication plan to increase student awareness of community programs



- Provide regular updates to the Director of Student Life and Ancillary Services on community service usage
- Be involved in community initiatives and committees that help develop partnerships to enhance student life in Sault Ste Marie.

### C. Planning and Policy Development 20%

- Review Operational practices and policies and make suggestions for policy changes to the Director of Student Life and Ancillary Services for approval.
- Gather operational feedback and use it to develop process improvements
- Provide input to policy and budget development to the Director of Student Life and Ancillary Services
- Lead tracking of operational strategic plan targets and provide regular updates to staff
- Work with the Director of Student Life and Ancillary Services in development of updated Strategic Plan on an annual basis
- Work with other units in development of policy and procedures that impact Ancillary Operations.
- Responsible for communication and accountability of staff on policies and procedures that are in place,

#### WORKING CONDITIONS:

<b>Physical Effort</b>	<i>Minimal:</i> Some lifting/physical effort required for event logistics.
<b>Physical Environment</b>	<i>Minimal:</i> Minimal exposure to unpleasant/disagreeable conditions.
<b>Sensory Attention</b>	<i>Moderate:</i> Moderate need for detailed/precise work to be completed while accommodating regular interruptions.
<b>Mental Stress</b>	<i>Considerable:</i> Work activities are performed in an environment with frequent exposure to mental pressures conditions where mental stress may be noticeable. Such as conflicting deadlines, dealing with angry/emotional disturbed/dangerous clients/public, regular and disruption of personal life or need to travel.



## MINIMUM QUALIFICATIONS

- Post-Secondary Degree in Business, Sport Management, Operational Management, Leadership, or an equivalent Program and at least five (5) years experience in progressive leadership roles or equivalent combination of education and experience.
- Experience in campus operations an asset
- Emergency First Aid/CPR and Mental Health First Aid Certificates Required
- At least 3 years work experience in a post-secondary education setting preferred
- Excellent communication skills both written and verbal required
- Excellent customer service skills
- Excellent interpersonal skills
- Ability to work in a team environment
- Ability to work independently
- Understanding of and ability to uphold strict confidential regulations as per university policy
- Excellent interpersonal and communication skills with the ability to represent the university professionally in interactions with internal stakeholders and external communities
- Excellent administrative and organizational skills with the demonstrated ability to take initiative and prioritize work in a high volume office
- Ability to multitask and work under pressure in a dynamic environment
- Multi-lingual considered an asset
- Be able to work effectively with people having diverse backgrounds, styles and abilities
- Innovative problem-solver
- Experience with budgeting including development, oversight, and tracking
- Willingness and ability to travel; must have a valid passport in respect of all visa requirements
- Valid Drivers Licence
- Moderate understanding of technology for collaboration; strong computer skills, including microsoft applications; G-suite preferred
- Commitment to and understanding of Algoma University's special mission and the seven grandfather teachings
- Vulnerable Police sector check is required.

**Salary Scale:**     **\$83,283 to \$104,104 annually.**



**To apply for this position please submit a resume and cover letter [HERE](#) no later than 4:00 p.m. on August 8, 2024.**

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.