



Classification	Administrator
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Pay Group:	10

MANAGER, STUDENT LIFE JOB DESCRIPTION

NATURE AND SCOPE OF WORK

Reporting to the Associate Vice President, Student Success, the Manager, Student Life is responsible for providing strategic leadership for programs and services that facilitate an outstanding student experience at Capilano University. The work of the Student Life department is balanced between projects and initiatives that aim to build community via student life programming, and initiatives that are designed to provide education, intervention, and prevention.

The Manager, Student Life is responsible for leading the department, including orientation and transition programming, major student events, leadership development, student life programming, well-being and sexual violence prevention and education, student communications, and oversight of the Student Life Hub. The Manager liaises with key campus partners in the development and support of a variety of student directed programs and initiatives which act to enhance student success at the institution.

The Manager will be an experienced leader, a strong collaborator, and a passionate supporter of student development. They will focus on the engagement and transitioning of students, aiming to foster a vibrant university community grounded in the values of equity, diversity, and inclusion.

EXAMPLES OF DUTIES

Student Engagement, Leadership, and Involvement

- Envisions, develops, and implements new programs, initiatives, strategies, and events related to student success and engagement.
- Oversees the development and implementation of effective student engagement programming including but not limited to the Peer Leadership Program, Co-Curricular Record, Orientation and Transition, student events, and food security programming.
- Provides strategic direction or leadership in the development of events, activities, and programs that enhance and build CapU student culture and foster a strong sense of community.
- Provides leadership to ensure effective delivery of the Student Life Hub programs and services
- Ensures that student needs are centred in program development by gathering meaningful information and feedback from the University's constituent groups.

Student Supports and Initiatives

- Establishes and maintains relationships with the academic Faculties and other campus partners to ensure collaborative approaches to programming planning, delivery and engagement.
- Oversees key student-facing elements of the sexual-violence policy, including education and preventative programming.
- In close collaboration with Counselling and Student Affairs, helps lead campus well-being initiatives related to students. This includes student-facing communication around sexual violence education and prevention, well-being promotion and suicide prevention.
- Liaises with Faculty and Department supervisors to ensure effective management and delivery of educational and preventative programming.
- Collaborates with other campus departments to ensure continuity of care for student support.

Planning and Coordination

- Provides leadership and supervision for the planning, organizing, and coordinating of the department, while achieving institutional goals and objectives.
- Develops and implements an annual operating plan and budget for the department
- Establishes and maintains an effective working relationship with the Capilano Students' Union, ensuring on-going collaboration between the university and the CSU.
- Supports and leads the development of short- and long-term organizational goals, objectives, strategic plans, policies, and operating procedures.
- Monitors and evaluates programming and operational effectiveness, and effects changes required for improvement.
- Provides creative leadership and management, directed to the improvement of the relevance, efficiency, flexibility and accessibility of services.
- Coordinates and facilitates implementation of student-focused elements of the Gender Diversity Audit.

Policy Development and Implementation

- Develops and ensures delivery of training for employees and students to maintain understanding of policies and procedures surrounding student misconduct and sexual violence, including the orientation of new employees and students and other activities as appropriate or required.

Representation and Communication

- Develops external relationships, including membership in relevant professional associations, to remain current with issues, trends, and promising practices.
- Attends, participates in, and provides advice as requested for all relevant internal and external

committee meetings.

- Maintains communication and consultation with the Associate Vice President, Student Success about all sensitive matters.
- Represents the University with regard to extraordinary activities, special initiatives, or committees at the community, provincial, national or international level.

Area Leadership

- Facilitates a positive working environment that centres on employee well-being and growth, and encourages a high level of performance, innovation and creativity within the team.
- Plans, supervises and directs the activities of employees in the team.
- Facilitates the resolution of conflicts by responding to student or employee issues in a timely, fair and equitable manner.
- Encourages high morale and high quality student services and supports through a respectful and equitable leadership style which inspires staff to strive for the achievement of ongoing student success.
- Maintains continuous professional development for themselves and staff through self-directed professional reading, developing professional contacts with colleagues, identifying professional development opportunities, and attending training, conferences and/or courses.
- Contributes to the overall success of the University by performing all other duties and responsibilities as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Demonstrated experience in project management and strategic planning.
- Ability to navigate multiple projects and staff management with efficiency.
- Knowledge of post-secondary environments and campus culture with administrative, student services and leadership experience.
- Knowledge of post-secondary policies and procedures development and a thorough understanding of the principles of student affairs and the role of student services approaches and practices
- Considerable experience with event planning, promotional campaigns, educational outreach, and program development
- Strong understanding of EDI, culturally grounded, intersectional, and trauma informed approaches to student support programming.
- Proven ability to function with a high degree of sensitivity, tact, and diplomacy.
- Proven ability to work within and in support of a data and research-informed environment.
- Ability to work frequently under tight deadlines, high pressure and at extremely short notice with information and data.
- Ability to effectively resolve disputes, conflict and high-risk situations.
- Demonstrated proficiency providing educational programming to faculty, staff, and students.
- Demonstrated understanding of and facility with working in unionized environments.

- Strong analytical and problem-solving skills.
- Strong communication skills both verbal and written and ability to express thoughts in a concise and organized manner.

REQUIRED TRAINING AND EXPERIENCE

- Bachelor's degree required. Master's degree an asset. Educational background in education, psychology, social work, or another related field.
- Five years of experience in post-secondary with relevant work in student leadership, services, or administration
- Three to five years of management experience. Demonstration of strong leadership skills.
- Formal training in crisis response, EDI practices, trauma informed practices and emergency management is considered an asset.