

# BENTLEY Student Programs & Engagement

## Job Description – Programming Manager

**Position Title:** Programming Manager

**Department Team:** Student Programming Team

**Pay Rate:** \$15.00 / Hour

**Supervisor:** Program Coordinator of Student Programs & Engagement

### Position Summary

The Programming Team Manager is responsible for overseeing the Programming Team. The Manager works to ensure that SP&E develops, implements, and executes dynamic and engaging programs intended to increase student engagement, campus life, and diverse interactions among students. The Manager serves as the main point of contact and liaison between the Programming Team and Student Programs & Engagement. This role will work with team members to make purchases for upcoming program supplies and keep record of all transactions. The Manager will also oversee the marketing initiatives of programming.

### Responsibilities

- Manage a team of four student programmers, providing oversight of projects and team dynamic.
- Organize and manage logistics of Programming Team, including hiring decisions, retreat planning, staff meetings, accountability, staff development, employee recognition, and scheduling.
- Maintain semesterly programming calendar, in conjunction with supervisor, to keep up to date with relevant and accurate program information.
- Lead biweekly Programming Team meetings, in conjunction with supervisor, to discuss upcoming programs, ensure exploration and implementation of departmental initiatives, and maintain vision of team objectives and long-term strategic planning.
- Oversee programming budget, including managing detailed spreadsheet of purchases, record-keeping of receipts, and completing transaction verifications in Workday in a timely manner.
- Serve as the primary student point of contact for all large-scale SP&E programs, including Summerfest and Winterfest.
- Attend weekly one-on-one meetings with supervisor to provide updates on operations of team, staff morale, budget, and strategic plan.
- Meet frequently with members of the HYPE Leadership Team to discuss strategies for collaboration, check-in on ongoing projects and deadlines, and facilitate supportive and positive relationships between teams.
- Coordinate the creation and ordering of departmental and event specific promotional items.
- Oversee the creation and management of SP&E programs and events on the Campus Groups programming calendar.
- Hold one-on-one meetings with team members each semester to check-in, set goals, and evaluate work.

- Facilitate a positive and communicative relationship between Student Programs & Engagement and Programming Team student employees.
- Other duties as assigned by the Student Programs & Engagement Professional Staff.

### **Scheduled Shift Times**

Student programming staff are required to hold five office hours each week within the Student Center between the hours of 8:30 AM – 4:30 PM, Monday – Friday. Scheduled office hours remain the same each week. Flexibility and communication outside of scheduled hours is required. Additional shifts include staffing programs and tabling to market events. Staff typically work between 8-10 hours per week. Additional shifts are available to be picked up as needed.

### **Qualifications**

- Must be a returning Student Programs & Engagement student employee.
- Must be a reliable, trustworthy, team player who will be a contributing member of the staff.
- Must have the ability to manage several projects at once.
- Must have the ability respond to problems and troubleshoot during a program or event.
- Must have the ability to work night and weekend programs and events.
- Must have the ability to communicate with team and supervisor on a regular and frequent basis, both in-person, and remotely. Communication cannot be done only in office hours.
- Must act in a professional manner and as a positive representative of the department.
- Must follow all Programming Team and Student Programs & Engagement employment policies.
- Must attend all Programming Team meetings and trainings.
- Must be able to return to campus early for mandatory training at the beginning of each semester. Staff members who live in campus residence halls will be approved to move into their rooms early for training.
- Must remain an enrolled undergraduate student at Bentley University, in good academic and judicial standing with the university throughout the length of employment. Current staff members can apply to return to the staff during their graduate year(s).

### **Mandatory Dates**

Tentative Fall 2023 Semester Training: August 27 – September 2

Tentative Spring 2024 Semester Training: January 17 – January 21

All SP&E Student Employment Staff meeting: October 18 & March 20

Team Meetings: Every other Wednesday, 2:00 PM – 3:00 PM

- Attendance at all mandatory dates is expected from staff members. Candidates must address any potential conflicts during the interview process.
- Prior approval must be requested and granted in order to miss a mandatory obligation.
- Training dates are tentative. Please check with your supervisor before making travel arrangements.