

<b>Job Title:</b>	<b>Student Affairs Program Manager, College of Osteopathic Medicine</b>
<b>Job Description:</b>	The Student Affairs Program Manager will provide direction and coordination for Student Affairs programs, services and initiatives. The Student Affairs Program Manager will oversee student activities, groups and clubs, providing both logistical and budgetary guidance. They will support university-wide and college initiatives including those related to matriculation requirements, leadership development and wellness programming.
<b>Reports to:</b>	<b>Assistant Dean for Student Affairs and Enrollment</b>
<b>Classification:</b>	<b>Full-Time, FLSA Exempt</b>
<b>Essential Duties:</b>	<ul style="list-style-type: none"><li>• Monitor and ensure compliance with student matriculation requirements.</li><li>• Contribute to the planning and implementation of COM Orientation, White Coat Ceremony, Match Day Ceremony, Graduation and other milestone events.</li><li>• Coordinate social and cultural activities.</li><li>• Coordinate student wellness programs.</li><li>• Serve in an advisory capacity for student organizations.</li><li>• Manage software for coordinating Student Organization events.</li><li>• Manage the Conference Fund request process.</li><li>• Other duties as assigned.</li></ul>
<b>Qualifications/ Education:</b>	<p><b>Education</b> Earned master's degree in education, Educational Psychology, or other relevant field.</p> <p><b>Skills &amp; Experience</b></p> <ul style="list-style-type: none"><li>• Demonstrated ability to work with learners of all backgrounds.</li><li>• Professional accomplishments that reflect the essential duties of this position.</li><li>• Excellent communication and organizational skills.</li><li>• Attention to detail.</li><li>• Proficiency in Microsoft Office suite.</li><li>• Demonstrated ability to learn new technological skills</li><li>• Prior experience in undergraduate medical education preferred.</li></ul>
<b>Compensation:</b>	Position offers competitive wage based on experience plus benefits and is an EEO Employer.

To learn more about our team, click [here](#).

### Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to [careers@chsu.edu](mailto:careers@chsu.edu) and type **COM STUDENT AFFAIRS PROGRAM MANAGER** in the subject field of the email.