

Official Job Title - STUDENT AFFAIRS MANAGER  
Working Title - Manager of Greek Life and Leadership Programs  
Position Number - 02139180  
Division - Student Affairs  
Department - B032800 UWM UNION  
Position Type - Non-Teaching Academic Staff  
Appointment Type - Fixed Renewable, Non-Teaching  
Pay Basis - Annual  
Salary Grade - 21  
FLSA Status - Exempt  
Percent - 100  
Posting Type - Staff

#### UWM Description

The University of Wisconsin-Milwaukee (UWM) is Wisconsin's second-largest university, with a unique dual mission of access and research to provide high-quality education for students from all backgrounds. UWM is one of 146 top research universities recognized as "R1" by the Carnegie Classification of Institutions of Higher Education. Along with its main campus in Milwaukee, UWM has branch campuses in Waukesha and Washington County.

UWM celebrates, values and promotes the diverse voices and experiences of its students and employees and our community partners. We believe diversity enriches and strengthens our institution. UWM is committed to providing equitable access to opportunities for students and employees from every background. We aspire to create a campus climate that is welcoming to all. Learn more here: <https://uwm.edu/diversity-equity-inclusion/about-dei/>

#### School/College/Division Description

UWM and Milwaukee have it all. Join the UWM family and the Milwaukee community and grow professionally and personally in your career and life. As the most diverse institution in the University of Wisconsin System, we're a learning destination for around 23,000 students. First-generation college students arrive here straight from high school, or years later – after starting families, changing careers or serving in the military. We make learning accessible at every age, stage of life and location. At UWM, we all share the motivation to learn and to excel. We value unique perspectives and possess the talent and desire to nurture ideas that make a global impact. The comforts and connections of a major metropolitan city meet the resources and expertise of a world-class research institution at UW-Milwaukee.

#### Job Summary

The Manager of Greek Life and Leadership Programs serves in an important role in the Student Union, within Student Involvement, overseeing the Fraternity & Sorority Community and assisting with the coordination and implementation of Leadership Programs. The of Manager of Greek Life and Leadership Programs' primary responsibilities are to provide leadership and direction to the UWM fraternity and

sorority community, through advising and administrative support, implementation of educational and leadership development programming, and coordination of long-term strategic visioning and planning. The Manager of Greek Life and Leadership Programs works collaboratively with the Assistant Director for Leadership Programs to facilitate comprehensive campus-wide leadership programs and to develop new and innovative leadership opportunities that infuse a commitment to diversity, equity, and inclusion.

This position will supervise two graduate students and three undergraduate students: one graduate-level staff member working with the Fraternity & Sorority Community, one graduate-level staff member working with Leadership Programs, and three undergraduate student Leadership Program Assistants, working to develop, facilitate and promote leadership programming. This position also serves as the liaison to campus honor societies.

A well-qualified candidate possessing the ideal combination of skills and experience can expect a starting salary offer between \$45,000 to \$55,000 annually, commensurate with experience, education, certifications, skills, and training and a generous paid leave package including:

Vacation: 22 days/year

Observed Legal Holidays: Nine legal holidays are observed

Personal/Floating Holidays: 4.5 days/year

Sick Leave: Initial entitlement of 22 days which may be used during the first 18-months of employment (one day/month earned thereafter)

An overview of the benefits package offered to UW System Employees can be found [HERE](#)

#### Minimum Qualifications

Qualified candidates will possess the following:

- Master's Degree in College Student Personnel, Higher Education Admin, Counseling, or a related field (must be obtained by start date)
- Experience working in student involvement, activities, student life, leadership, programming, Greek life, academic advising, FYE, residence life, or related area in a higher education setting

Preferred Qualifications Well qualified candidates will possess the following:

- Demonstrated experience working with and/or advising fraternities and sororities and/or student organizations
- Demonstrated foundational knowledge of fraternity and sorority mission/purpose, current trends, applicable policies, and programs
- Previous experience implementing leadership development programming and training based in student development and leadership theories
- Demonstrated skills and experience in hiring, training, mentoring, coaching, and supervising student staff

- Demonstrated ability to effectively communicate, collaborate, and foster mutually beneficial working relationships with diverse constituencies, including but not limited to, students, parents, faculty, staff, campus leadership, and external entities
- Demonstrated experience in developing student-centered events, activities, programs, and services in a post-secondary education environment

Target Salary Range  
\$45,000 to \$55,000

#### Benefits and Total Rewards

As part of UWM's commitment to supporting the success of our team members through positive experiences, employees are provided with Benefits to Benefit You and Your Life. UWM offers a comprehensive benefits package and contributes towards the cost of several benefit plans. Employees with a qualifying position also receive an extensive leave package including vacation, sick leave (with no expiration), personal holiday, and paid legal holidays. Please visit this link to view summary benefits information. (Compensation figures are for example purposes only.) UWM Benefits to Benefit You and Your Life

Application Instructions Interested applicants are required to apply online and provide:

- 1 Resume
- 2 Cover letter addressing your education/experience as they apply to all minimum and preferred qualifications
- 3 A document listing the names and contact information for three professional references

In instances where the Search and Screen Committee is unable to ascertain from a candidate's application materials whether they meet any of the qualifications, they will be evaluated as not meeting such qualifications.

All application materials will be further evaluated as evidence of excellent written communication skills. Candidates chosen for hire will be required to submit official college transcripts.

Application Deadline - 04/29/2024

Continuous (Open Until Filled?) - No

Position Contact Name - Jackie Wittkowske

Contact Phone - 414-251-8839

Contact Email - jawittko@uwm.edu

#### Application Notes

For this position, applicants are required to apply online. UWM will not consider paper, emailed or faxed applications. Additionally, applicants must complete all required fields and attach any required documents. The process is complete when the message "Your application has been submitted" is displayed and you receive a confirmation number.

## Legal Notices

### AA/EO Statement

UWM is an AA/EO employer: All applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/expression, disability, or protected veteran status.

### Reasonable Accommodations

UWM provides reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment. Employment opportunities will not be denied because of the need to make reasonable accommodations for a qualified individual with a disability. If you need assistance or accommodation in applying because of a disability, please contact [uwm-jobs@uwm.edu](mailto:uwm-jobs@uwm.edu) or 414-229-4463. This job announcement and other material on this site will be made available in alternate formats upon request to an individual with a disability.

### Confidentiality of Applicant Materials

UWM is a State agency and subject to Wisconsin's Open Records Law. UWM will not, however, reveal the identities of applicants who request confidentiality in writing except as may be required by Wisconsin's Open Records law. In certain circumstances, the identities of "final candidates" and/or the identity of the appointed applicant must be revealed upon request.

### CBC and Reference Check Policy

Employment will require a criminal background check. UWM takes the prevention of sexual misconduct seriously. As such, you and your references will be required to answer questions regarding any past findings of sexual violence and sexual harassment or any pending allegations of sexual violence or sexual harassment.

### Annual Security and Fire Safety Report (Clery Act)

For the UWM Annual Security and Fire Safety Reports (i.e., Clery Report), which includes statistics about reported crimes and information about campus security policies, see <http://www.cleryact.uwm.edu/>, or call UWM's Dean of Students Office, Student Union 345 at (414) 229-4632 for a paper copy.

### Employment Authorization

In compliance with federal law, all persons at the time of their start date will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

### Job Categories

Student Services, Event Planning/Program Coordination, Management/Supervisory, Office, Administrative, and Clerical Support, Project Management

To apply, visit: <https://apptrkr.com/5187741>