UDS RECRUITMENT PROGRAM MANAGER

Req #: 208746

Department: FOSTER SCHOOL OF BUSINESS

Job Location: Seattle Campus

Posting Date: 06/28/2022

Closing Info: Open Until Filled

Salary: Salary is commensurate with education and experience

Shift: First Shift

Notes: As a UW employee, you will enjoy generous benefits and work/life programs. For detailed information on Benefits for this position, [click here](https://uwhires.admin.washington.edu/ENG/candidates/default.cfm?szCategory=jobprofile&jobhistory=1&szOrderID=208746).

As a UW employee, you have a unique opportunity to change lives on our campuses, in our state and around the world. UW employees offer their boundless energy, creative problem solving skills and dedication to build stronger minds and a healthier world.

UW faculty and staff also enjoy outstanding benefits, professional growth opportunities and unique resources in an environment noted for diversity, intellectual excitement, artistic pursuits and natural beauty.

The UW's Michael G. Foster School of Business ranks among the top business schools in the United States. Founded in 1917, the School has graduated more than 50,000 alumni. Each year about 2,500 students enroll in our undergraduate and graduate programs, and over 1,000 participate in Executive Education. In all our programs, we are committed to delivering a transformational learning experience. We are continually revising our curriculum to make it more relevant to the real world of business and the challenge of managing in a global economy driven by technological change. With our many corporate partners in the Seattle area—a region known for its entrepreneurial spirit and leading companies like EY, Microsoft, Starbucks, Boeing, Nordstrom, Costco and Amazon.com—we can offer our students exceptional opportunities to learn from many of the world's most successful companies.

The Michael G. Foster School of Business Undergraduate Programs is committed to the recruitment and retention of a diverse student body and pursuing educational equity in the undergraduate program. To this end, Undergraduate Diversity Services (UDS) has an outstanding opportunity for a UDS Recruitment Program Manager to execute existing and design new diversity outreach & recruitment initiatives for the Foster School. The UDS Recruitment Program Manager is responsible for cultivating the college-level pipeline of diverse undergraduate students applying to Foster and supports a team dedicated to building an inclusive culture.
within UG student body. This position works to positively impact University and Foster Diversity, Equity & Inclusion (DEI) initiatives.

Under the supervision of the Associate Director of Undergraduate Diversity Services, the UDS Recruitment Program Manager will implement a broad spectrum of activities and services under the UDS umbrella. Important aspects of the work include program management and development, holistic counseling, attention to detail, and frequent contact with the University's administrative system. This position manages the Foster Business Educational Opportunity Program (BEOP) and interacts frequently with Office of Minority Affairs & Diversity BEOP liaisons. This position requires the use of sound judgment and thorough understanding of Foster Undergraduate Program admission requirements and available student services.

The UDS Program Manager is directly responsible for the following programs:
- Building Networks (BN)
- Business Bridge (B2)
- Business Educational Opportunity Program (BEOP)

RESPONSIBILITIES:

BUILDING NETWORKS (BN)

- Program overview found on UDS website: www.foster.uw.edu/diversity.
- Recruit, hire, train and supervise a diverse group of student leaders including one (1) Student Program Manager and ten (10) Mentors
- Oversee strategic development of all BN operations, logistics and course curriculum for Orientation session, six business education/professional & leadership development workshops and one Graduation Celebration event
- Manage BN budget and steward corporate sponsorships in collaboration with UDS Assoc. Director
- Develop and execute annual recruitment & outreach strategy for BN cohort (includes UW & local CC recruiting)
- Oversee annual admissions process for BN cohort (approx. cohort size = 50-75 students)
- Gather, analyze and report on data related to BN student participant experience and program impact
- Support Community College Outreach & Retention program (may include CC visits)

BUSINESS BRIDGE (B2)

- Program overview found on UDS website: www.foster.uw.edu/diversity.
- Recruit, hire, train and supervise a B2 Student Intern to co-lead program development and execution
- Oversee strategic development of all B2 operations, logistics and course curriculum for core B2 program (mid-August through mid-September) including but not limited to academic, professional & leadership development and community-building programming, housing and corporate site visits
- Manage B2 budget and steward corporate sponsorships in collaboration with UDS Assoc. Director
- Develop and execute annual recruitment & outreach strategy for B2 cohort (priority = incoming UW freshmen)
- Oversee annual admissions process for B2 cohort (approx. cohort size = 30-40 students)
- Gather, analyze and report on data related to BN student participant experience and program impact

BUSINESS EDUCATIONAL OPPORTUNITY PROGRAM (BEOP)

- Counsel and advise prospective Foster students (includes both current UW and community college students)
  – Potential topics include academic planning advice, Foster admissions Qs, transferability of previous

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academic coursework, financial aid, registration, personal life situations, mental health etc.
· Act as primary Foster liaison for UW Office of Minority Affairs & Diversity (OMA&D) Educational Opportunity Program (EOP) Advising team
· Oversee strategic development of all BEOP operations, logistics and course curriculum for quarterly BEOP Workshops focused on Foster admissions process (will include community college outreach events) in collaboration with UDS team, EOP advising team and Foster Academic Advising team
· Oversee strategic development of all operations, logistics and course curriculum for annual Winter Quarter WSA Workshop in collaboration with UW Instructional Center (IC) staff and Foster Academic Advising team
· Manage BEOP budget

GENERAL DUTIES/RESPONSIBILITIES

· Support for general UDS programming and initiatives
· Support for general Undergraduate Programs events and initiatives including Undergraduate Admissions
· Attend occasional off-hour events and programs as UDS and/or UP and/or Foster representative
· Additional duties as assigned

ADMINISTRATION/BUDGET

· Manage and report on all program budgets
· Track and reconcile monthly all ProCard expenses
· Manage all hiring, onboarding and compensation processes for student workers
· Develop and administer reports to donors and corporate sponsors.

Supervisory Responsibilities:

This position supervises 12+ student interns and workers between Building Networks & Business Bridge.

MINIMUM REQUIREMENTS:

Bachelor's Degree OR at least three years experience in student services, recruitment, and student counseling/advising, or related experience.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

ADDITIONAL REQUIREMENTS:

· Commitment to uplifting and empowering communities historically underrepresented in higher education and the greater business community
· Ability to multi-task and prioritize in a fast-paced environments and adapt quickly to changing priorities.
· Ability to interpret and explain complex institutional policies and procedures.
· Must be able to work professionally and communicate effectively across various demographics within community organizations, high schools, colleges and the business community (e.g. the Dean and Foster School Leadership, students, alumni, faculty, staff, business partners, donors etc.)
· Experience building partnerships with external groups and/or organizations.
· Strong organizational skills and attention to detail.
· Demonstrated ability to successfully organize, plan, and execute small and large-scale projects/events.
· Experience managing programs and event budgets.
· Proficiency with Microsoft Office (Word, Excel, PPT, Outlook)
• Flexible and available for travel as needed.

**DESIRED:**

• Experience working with WA State underrepresented populations.
• Experience with recruitment of students as related to a competitive program.
• Experience with social media and group communication platforms including Instagram, Facebook, Mailchimp & GroupMe.
• Experience as lead planning and executing events.
• Familiarity with the administrative structure of a large university, facilitation and/or teaching.
• Energetic self-starter with a get-it done attitude and collaborative disposition.
• Excellent interpersonal and oral communication skills, including public speaking and articulating ideas clearly.
• Excellent customer service skills and conflict resolution skills.
• Master's degree or equivalent combination of education and experience.

**Application Process:**
The application process for UW positions may include completion of a variety of online assessments to obtain additional information that will be used in the evaluation process. These assessments may include Work Authorization, Cover Letter and/or others. Any assessments that you need to complete will appear on your screen as soon as you select “Apply to this position”. Once you begin an assessment, it must be completed at that time; if you do not complete the assessment you will be prompted to do so the next time you access your “My Jobs” page. If you select to take it later, it will appear on your "My Jobs" page to take when you are ready. **Please note that your application will not be reviewed, and you will not be considered for this position until all required assessments have been completed.**

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under Washington state law.
Committed to attracting and retaining a diverse staff, the University of Washington will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.

The University of Washington is a leader in environmental stewardship & sustainability, and committed to becoming climate neutral.

The University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 or dso@uw.edu.

COVID-19 VACCINATION REQUIREMENT

Governor Inslee's Proclamation 21-14.2 requires employees of higher education and healthcare institutions to be fully vaccinated against COVID-19 unless a medical or religious exemption is approved. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. As a condition of employment, newly hired employees will be required to provide proof of their COVID-19 vaccination. View the Final candidate guide to COVID-19 vaccination requirement webpage for information about the medical or religious exemption process for final candidates.

Apply for this job