

**Student Employment Program Manager
Old Dominion University**

Direct Link: <https://www.AcademicKeys.com/r?job=228858>

Downloaded On: Jul. 3, 2024 1:43am

Posted Jan. 15, 2024, set to expire Oct. 31, 2024

Job Title	Student Employment Program Manager
Department	LEARN & EARN ADVANTAGE PROG (LEAP)
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Jan. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Affairs
Job Website	https://jobs.odu.edu/postings/20122
Apply By Email	
Job Description	

Job Description

To provide administrative and programming support to the various student employment positions within Career Development Services. This includes processing hiring, onboarding, and payment paperwork for students participating in all student employment programs and working alongside the Student Employment Program Manager (FWS) to design and disseminate resources and facilitate training/educational sessions for employers engaged with CDS's various student employment programs.

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Type of Recruitment

Knowledge, skills and abilities

Working knowledge of student employment/job placement career outcomes procedures, practices and principles. Working knowledge of basic budgetary principles and practices. Working knowledge of standard office practices and procedures, including filing and the operation of standard office equipment, computers and appropriate software. Some knowledge of basic supervisory principles and practices. Excellent verbal and written communication skills. Skill in establishing and maintaining effective working relationships with others. Skill in preparing reports, correspondence and other written materials using a personal computer and appropriate software. Skill in maintaining accurate records and files. Ability to work in a team environment as well as independently process administrative work. Ability to interpret, apply and explain complex laws, rules and regulations. Ability to exercise sound judgment within policy and procedural guidelines. Ability to meet critical deadlines.

Level and type of experience

Considerable experience providing or managing administrative and fiscal support to include: monitoring and reconciling budgets and/or payroll. Some experience with student employment programs, including: screening resumes, applications, I-9 verification, conducting new employee or new supervisor orientations.

Additional Considerations (supplemental knowledge, skills, abilities, education, experience, licensure, certification)

Bachelor's degree in Business Administration, Accounting, Finance, Education or equivalent combination of education, training, and experience. Some experience in office environment. Some lead or supervisory experience. Preferred experience and knowledge of Handshake or other career services management platforms.

Conditions of Employment

Given the nature of the positions in Student Engagement & Enrollment Services that provide support to student services and/or student-centered programs, the employee occupying this position may be required to work during a university closing as directed by his or her supervisor. These instances may

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include working from a remote location (i.e. telework, etc.).

This is an open until filled recruitment. This recruitment may close after the five-day required posting period when a suitable pool of applicants has been generated.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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