

Job Description – Manager/Senior Manager, Student Life

Position Title: Senior Manager, Student Life

Department: Office of Student Life (OSL)

Reporting to: Head of Student Life

Type of Position: Full-Time Administrative Position

POSITION DESCRIPTION

The Senior Manager, Student Life serves as a senior member of the Office of Student Life and is responsible for leading communication, publication, networking and Health & Wellness portfolios while supporting student engagement, leadership development and institutional initiatives. The role requires strategic planning, stakeholder management, program implementation, facility oversight and budgetary support.

DUTIES AND RESPONSIBILITIES

Communication and Publication

- Develop communication strategies for student engagement and awareness.
- Manage newsletters, social media platforms and website content.
- Coordinate with Marketing and Communications for promotion of programs.
- Lead Health & Wellness communication campaigns and digital outreach.

Networking and Partnerships

- Build relationships with organizations supporting youth development, wellbeing and leadership.
- Develop and manage MoUs and strategic partnerships.
- Strengthen partnerships with healthcare and wellness service providers.

Program Planning and Implementation

- Oversee student engagement programs and support student clubs.
- Develop and implement the Student Life calendar.
- Plan and execute leadership, engagement and community-building initiatives.
- Support Meta-Curricular Transcript processes and student participation tracking.

Budgeting and Reporting

- Support budget preparation and monitoring.
- Monitor financial records and expenditures related to clubs and programs.

Health and Wellness Portfolio

- Lead development and implementation of health and wellness programs.
- Develop policies, SOPs and guidelines.
- Promote physical, mental, emotional and social wellbeing initiatives.
- Lead emergency response awareness and preparedness programs.
- Collaborate with campus stakeholders on health and wellness services.

Clinic and Wellness Facilities Management

- Oversee University Clinic operations and service quality.
- Monitor Gymnasium, Swimming Pool, Sports Courts, Wellness Spaces and Student Lounges.
- Ensure service excellence, safety and utilization of facilities.

Institutional Support

- Support institution-wide events and serve on committees as assigned.