



Student  
Association

Student Development  
Manager

**Title:** Student Development Manager

**Reports to:** Director of Student Services

**FT/PT:** Full-time

**Permanent/Temporary:** Permanent

**Wage:** Starting at \$58,365

### **Who We Are.**

Would you like to help post-secondary students in their educational journey? BCITSA's Student Services team has an opening on our Student Development Team! We are looking for a Student Development Manager to join our growing team! The Student Services department aids BCIT students in their transition to finding the position of their dreams while also staying actively engaged in on campus activities. Our services range from workshops and one-on-one appointments, to both in-person and virtual events and career fairs. We offer flexible working hours, competitive benefits and even a pension after 1 year. Plus, once we're back in the office, we've got dogs!

### **The Position.**

The Student Development Manager is responsible for the overall management of the student development portfolio. You form and carry out strategies, change processes, manage, and support staff, problem-solve and represent the portfolio in internal and external capacities. You work with the rest of the Student and Career Services team to help fulfill the goals of the department. You use your innovation and creativity to create development opportunities for students by leveraging a win-win focus for business partners. You build long-lasting relationships, partnerships, and networks with various stakeholders to further the goals of the portfolio.

More specifically, your key duties and responsibilities will be the following:

- Work across the Student & Career Services department in order to manage the programs assigned to your portfolio including but not limited to: Peak Leadership, Career Mentorship, International Mentorship, and administration of the Student Initiative Funds and Awards programs (i.e. Laurie Jack Award)
- Ensure that Student Development initiatives support the workforce training and learning

needs of students

- Develop innovative training opportunities in order to address student workplace skills gaps
- Ensure linkages between learning opportunities and BCITSA clubs, volunteer opportunities and programming
- Manage the Peak Leadership program in its entirety including speaker sessions, student volunteers and events
- Organize and oversee the mentorship programs from the recruitment of mentors and mentees, to training and organizing networking events specific for this program
- Develop and expand new mentorship opportunities for full-time and part-time students
- Evaluate programs annually in terms of impact and value; recommend any adjustments or cancellations
- Evaluate programs thoroughly; survey program participants and volunteers and compile results;
- Develop and organize all aspects of the annual student leadership conference

Other related duties are the following:

- Manage all aspects of daily operations of the department and develop departmental operational processes, schedules, and manuals
- Develop and maintain strategies in order to increase knowledge of student learning needs and wants
- Set portfolio goals and objectives as per BCITSA's strategic plan
- Manage and oversee all HR aspects for staff and volunteers related to portfolio
- Provide leadership to staff and volunteers with effective communication, clear expectations, and fairness; supervise and delegate duties
- Develop all the portfolio budgets for approval with input from relevant operational staff

**YOU. Our Successful Candidate.**

With a proactive, engaging attitude you are someone who promotes teamwork, communication, creativity, and accountability in line with our culture and objectives. You are positive, innovative, and resourceful in your abilities to lead and support the Student Development team.

In addition, you must have:

- Five years of experience
- Experience managing a small team
- Bachelor's Degree in a related field
- Non-profit and client service focused program management experience

- Innovative spirit
- Entrepreneurial spirit
- Strong relationship building & networking capabilities
- Strategic planning skills

It would be nice if you had:

- Career development experience
- Experience working with students in a post-secondary environment
- A strong network and connection to speakers and leaders within the local business community
- Experience managing leadership programs

## Competencies

### Core

- Accountability
- Collaboration
- Communication
- Continuous Development
- Creative Thinking
- Cultural Awareness
- Customer Service
- Entrepreneurship
- Leadership
- Organization & Planning
- Problem Solving
- Relationship Building & Networking

### Functional

- Analytical thinking
- Attention to Detail and Accuracy
- Change Management
- Coaching & Mentoring
- Conflict Management
- Digital & Technological Engagement
- Negotiation
- Post-Secondary Acumen
- Research
- Risk Management
- Strategic & Forward Thinking
- Student Advising & Advocacy
- Subject Matter Expertise
- Systems & Process Management

## What You Get in Return.

We are a fun, dynamic team who are focused on putting forward their best. We focus on collaboration and creating meaningful relationships. Our staff receive discounted parking, 40% off food items, 25% off store items, and free part-time studies courses to name a few benefits.

## How to Apply.

Please submit your resume to [jobs@bcitsa.ca](mailto:jobs@bcitsa.ca) with the subject "**Student Development Manager**".

*Thank you to all candidates who apply. Only those selected for an interview will be contacted.*

*BCITSA encourages applications regardless of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, sexual orientation, physical or mental disability, gender, gender identity, or age. We value equity and diversity in the workplace, and the positive impact that it has on our teams. Upon receiving an interview, you may request accommodation for any accessibility needs.*

*BCITSA respectfully acknowledges that the land on which BCIT's main campuses are located is the traditional and unceded territory of the Coast Salish peoples, specifically the shared traditional territories of the Səlílwətaʔ/Selilwitulh (Tseil-Waututh), Skwxwú7mesh Úxwumixw (Squamish), and xʷ məθkʷəyá m (Musqueam) First Nations.*