

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: January 12, 2021 Department: Student Development Center
 SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: January 30, 2021 Date position to be filled: Open until Filled

Position Title: Student Resourc Manager

Salary (annual): Negotiable or Salary Range: \$40,000 to \$45,000

Please check all categories that apply to this position:

Status	Faculty Position	Unclassified Position	Classified Position
<input type="radio"/> Part-time <hr/> <small>% of time</small>	<input type="radio"/> Temporary	<input type="radio"/> Administrative	<input type="radio"/> Probationary
<input checked="" type="radio"/> Full-time	<input type="radio"/> Tenure	<input type="radio"/> Temporary	<input type="radio"/> Job Appointment
	<input type="radio"/> Tenure Track (Probationary)	<input type="radio"/> Permanent	<input type="radio"/> Provisional Appointment
	<input type="radio"/> Grant	<input checked="" type="radio"/> Grant	
	<input type="radio"/> Contract	<input type="radio"/> Contract	

Contact Person: Ms. Debbie Foster Telephone No: (504) 286-5360

Contact Email Address: dfoster@suno.edu

Contact e-mail address is for: Human Resources utilization only Posting to VAS website

Brief job description

The Student Resource Manager connects students to resources on and off Campus that is data driven; keeps track of the students from intake to resolution using Data Dashboard. Ability to provide overall resource needs of students from housing to academic and social services. Engagement in online Co-curricular activities is essential; and develop student Portals.

Minimal qualifications

Bachelor's degree in Resource Management or related field is required; Master's degree is preferred. Must possess the ability to collaborate and coordinate with all university units. Must have data analytics and Student Resource Data Dashboard skills. Excellent Interpersonal skills, competence in data; excellent virtual skills, and computer skills. Ability to write Title III reports in a timely manner. Excellent communication skills

Remarks

Submit electronically a statement of interest, three letters of recommendation, curricula vitae, official graduate education transcripts

Apply To: Ms. Debbie Foster, Administrative Assistant
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AN EQUAL OPPORTUNITY EMPLOYER