

Student Engagement Supervisor Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=254435>

Downloaded On: Apr. 5, 2025 3:48am

Posted Mar. 14, 2025, set to expire Apr. 7, 2025

Job Title Student Engagement Supervisor
Department SCC Student Activities/Life
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Mar. 14, 2025

Application Deadline 04/07/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Student Services

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Job Description

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Student Engagement Supervisor

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Student Activities/Life

Salary Range: \$3,558 - \$4,740

Starting salary for this position is: \$3,558 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six

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months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be accepted until 4:00 p.m. PST on 04/07/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Student Engagement Supervisor

JOB SUMMARY

Under general direction of the Associate Dean of Student Life, this position will plan, promote, and coordinate student engagement opportunities, supervise the student programming board, and work closely in an advisory capacity with student clubs.

This position will plan student engagement events, and support the student programming board, student media services, and the game room. As a collaborative partner in the Student Services division, this position is committed to fostering transformative experiences, responsible leadership, and inclusive communities that support engaged co-curricular experiences for Spokane Community College (SCC) students.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Serve as primary supervisor for the student programming board. Lead student employees in event planning and execution. Assist with budget oversight, review and process performer contracts, promotions, etc. Attend on and off-campus events. *
- Oversee game room operations, including program budget, student staffing, events, equipment and the development of an e-sports program. *
- Oversee student media services (graphic design, large format printing, social media), including program budget, student staffing, services and equipment.
- Oversee the mascot program, including program budget, student staffing, services, and equipment. *

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- Process authorizations, make purchases, and reconcile expenses related to events. *
- Assist with training student leaders, student organization officers and advisors on topics related to work responsibilities (event planning, risk reduction, marketing/promotion). *
- Assist other Student Services programs and events, including commencement ceremonies, food bank, and student organizations. *
- Supervise student employees (train, schedule, evaluate, discipline and respond to grievances). Adhere to classified contracts and all district rules and regulations ensuring efficient operations. *
- Inform and educate staff about behavior and performance expectations, provide timely and accurate feedback regarding performance, and ensure performance and behavioral problems are corrected promptly and effectively. *
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Persuades
- Courage
- Instills Trust
- Self-Development
- Nimble Learning

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

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- Knowledge of standard higher education practices of working with co-curricular learning and student engagement models through campus activities and events, student government, and/or student organizations.
- Ability to create and coordinate public programs and activities.
- Excellent communication skills both orally and in writing.
- Demonstrated aptitude for new technologies and social media practices.
- Demonstrated proficiency with spreadsheets, databases, word processing and graphics related software, such as Microsoft Office 365, Canva, Adobe, Trello, and/or Slack.
- Ability to thrive in a fast-paced, collaborative and flexible work environment and to independently work on multiple time-sensitive projects.
- Ability to maintain budgets.
- Ability to work flexible hours (nights and weekends) for events.

DESIRED QUALIFICATIONS

- Two or more years' experience working with student government, clubs, or activities.
- Associate degree or higher from an accredited institution.
- Experience creating digital/social media content.
- Experience with competitive gaming and live streaming.
- Supervisory experience.

PHYSICAL REQUIREMENTS

- Work requires sitting, standing, bending, twisting and moving to support various student activities.
- Frequent use of computer and exposure to terminal screens.
- Visual focus and strain.
- Work directly with students/clients.
- Work involves constant interruptions and requirement to answer on demand questions by phone, in person, or electronically.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent oral and auditory communication with others.
- Occasionally kneel, stoop, crouch, crawl, reach and lift up to 25lbs when setting up events.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours a week).

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- 6-month probationary period.
- This position is overtime eligible.
- May require local or regional travel.
- Criminal background check is required.
- May be required to work alternate shifts.
- This position is covered under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

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Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040



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To apply, please visit: <https://careers.ccs.spokane.edu/jobs/student-engagement-supervisor-spokane-washington-united-states>

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Contact Information

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

Contact

Staff

Community Colleges of Spokane

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