

MOVING INTO MANAGEMENT SEMINAR SERIES

An Exemplary Division where Learning Happens Everywhere

Objectives

- Explain the role and responsibility of any manager
- Identify and list key skills of any manager
- Describe the main joys and pressures of being a manager
- Distinguish a professional relationship between a manager and their staff and how a manager's role changes as s/he progresses up the hierarchy
- Meet SMU Leadership and current Student Affairs management and learn from experts in their fields
- Identify opportunities for building management skills and experiences prior to becoming a manager
- Update and organize current resume to reflect current skills in order to obtain a management position

Rationale

WHY
WE
DO
WHAT
WE
DO!

- Pope, Reynolds and Mueller (2004) noted, “There appears to be a lack of consensus in the field regarding the core competencies for effective student affairs practice...there is a strong compelling need for the student affairs profession to become more competency based than it is” (p.8).
- There has been no process for creating a consensus of the skills and knowledge necessary for student affairs work. Consequently, there is no profession-wide understanding or distribution of these competencies.
- Values of the student affairs profession stress the importance of lifelong learning and continual professional development. Divisions of Student Affairs could greatly benefit from this when planning professional development activities for their entire student affairs staffs.

ACPA Task Force on Student Affairs Certification, 2006

Reference:

Pope, R.L., Reynolds, A.L. & Mueller, J.A. (2004). Multicultural competence in student affairs. San Francisco: Jossey –Bass.

The Ideal Candidate for this seminar series is/has:

- Less than three years of experience at SMU
- Aspiring to work as or new to the management role in Student Affairs
- A desire to learn about SMU and the SMU Culture
- Can dedicate 2 hours every other Thursday from 3 to 5pm between January 2012 – April 2012

Timeline

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- November 28th – Email and Application Materials Sent out
- December 13th – Application Deadline
- December 16th – Notification of Acceptance
- January 19th
- February 2nd and 16th
- March 1st, 15th, and 29th
- April 12th and 26th

Seminar 1: Art of Student Affairs/Business Etiquette

Presented by: Dr. Lori S. White

- Requisites of Becoming a Manager
- What is Expected of a Student Affairs Manager
- SMU Climate/Culture – Feeling your way around a new campus climate
- Fitting in to the new workplace
- Sharing Information
- The prospect of change in an established work setting
- Networking and establishing a positive reputation

Seminar 2: Communication, Public Speaking and Writing Tips for a Successful Transition to Management

Presented by: Human Resources

- Listening
- Decision Making
- Managing Meetings
- Mentoring
- Writing and communicating in the workplace

Seminar 3: Conflict Resolution: Making Hard Decisions and Working Through Conflict

- Working through conflict: existing and potential
- Tools for successful conflict resolution and management
- Decision Making as the Student Affairs Manager

Seminar 4: Supervision

- Key Roles of a Student Affairs Manager
- Supervising multiple levels of professionals
- Assessing the needs of current employees
- Professional development and maximizing talent/skills of current employees

Seminar 5: From Friend to Professional

- Promoted from within – tensions of managing former friends
- Fitting into the current office environment
- Setting boundaries – personal and professional
- Defining expectations as your roles change

Seminar 6: Life/Work Balance

- Allocating work effectively
- Benefits of synergy
- Information sharing

Seminar 7: In Pursuit of the Doctorate

Presented by: Dr. Lisa Webb

- PhD vs EdD – determining what degree is right for you
- When is the “right time?”
- Getting started
- Defining what the degree means to you and how you will use it as a Student Affairs Manager

Seminar 8: Skills Assessment and Resume Building

- Self Assessment
- Transferrable Skills
- Resumes: What should your resume look like and how do you tailor your resume to fit the position you desire?
- Mentors/Mentoring
- Preparing now for Management
- Knowing when it's time to make the move

Presentation of Management Plan & Closing Ceremony

Prepare a 2-3 minute presentation of the following:

- Management position you desire
- Your steps to prepare yourself for this position
- Your Master Plan

Using this as a platform, talk about your plan to move into management and how you will use the skills you have to obtain the job you want.

Interested Candidates Should:

Apply on or before January 13th by 5PM
Submit completed application to:

Lisa Tran
Hegi Family Career Development Center,
ltran@smu.edu

Or

Ashley Stone
New Student Orientation and Student Support,
astone@smu.edu