

**“Shifting to Make the Move into Mid-Level Management”**

**Webinar Presentation Special Notes Script:**

**Slide 1: Title Page**

**Slide 2: Learning Outcomes**

- For the LO reference of PRNDL, it is pronounced “prindle.” It is not a term that I own but in my research, it was stated in an article this is how some mechanics describe the gear shift.

**Slide 3: While You Are in (P)ark...**

- I like to update my resume at every three or six month marks. Be sure your most current and/or relevant experience is included. When looking at job descriptions, it is important to identify which skills and experiences you have that are transferrable to position of interest. It may increase depending on how active my search is.
- Typically, I am thinking out my transition at least one year before I begin searching, completing applications, etc.
- I want to be intentional with my location of interest particular with a majority of mid-level management positions (particular in housing) being off campus positions. The degree of difficulty increases when you consider pursuing a mid-level position out of state.
- Questions to consider:
  - You want to consider what puzzle piece(s) this is for you?
  - How does this fit or prepare you for your overall goal / future positions? Is it a position you’re looking to serve in 2 years, 3 years, or more?
  - What skillsets will you be able to collect that you don’t have (i.e. supervision of professional staff, larger budget management, etc.)?
  - What will you be able to contribute to that department and institution?
- Determine what type of institution or department dynamics you are looking to work in (large or mid-size, public or private, etc.) and know why this is a preference for you.
- Timeframe of search is important as we know that the windows for mid-level management positions are smaller and more spread out than some of the entry level positions. Mid-level management positions are like shooting stars, you are either catching them or watching them pass by. If you stay ready, you don’t have to get ready.

Some positions have an extended search to hire period but some have a very narrow window.

- For me it is important to be transparent in my search with my department / institution. I do recognize I've had the privilege of a great supervisory relationship at past positions that I felt comfortable to be open and share my search interests and timeline. This also allowed supervisors to be mentally and physical prepare for my vacancy and it not be something that catches them totally off guard. This is where assessing and understanding the culture of your department and supervisor is important. Know if you are supported to transition or if you will be escorted to transition.

#### **Slide 4: While You are in (R)everse...**

- One of the major changes in mid-level management especially for those of who have lived on a housing track is the aspect to living off campus. Where as it does offer a different aspect of "professional freedom" and call of responsibility for incorporating healthy life to work harmony, it does come with a price tag, well several.
- When researching opportunities, it is important to know if the department or institution provides direct or reimbursement relocation packages.
  - It will be important to know what you will need to make the move (U-Haul, storage, temp housing, etc).
  - Think through what type of housing you are looking to pursue (house, townhome, apartment, etc.).
- When determining location, it is important to know what or if there is a proximity expectation you are expected to live from campus. This is particularly important for role that an on call or crisis management scope is involved with your position of interest.
- When considering housing options, it will be important to ask the hiring manager or potential supervisor (or colleagues / friends if you have them in the intended area the position is in) what are the average costs and considerations for how costs may increase or decrease with proximity to campus or location to main/area attractions (i.e. if you are located near a mall, downtown area) costs may be higher based on those factors.
- It is important to research the mission, vision, values, and strategic plan of an institution and department to determine how they align or may be polarizing perspectives from your personal or professional perspectives. Strategic Plans are important as they typically reveal where an institution is and where it sees itself. This should be able to shed light how your researched role may serve a role in the strategic plan.
- Remember, most in mid-level manager positions have less interest in moving out of their position within a year or even year three. It is typically a "search, sign, and sit down" for a while type of decision; particularly depending on career trajectory and

external aspects such as housing.

- Know news relevancy of department or institution.
  - Was there a recent positive or negative news story?
  - Could it possibly have involved your department or position?
- It is important to know your needs so you can communicate them in the various phases of interview; particularly in the on campus. This is where knowing your why of the position transition is imperative.
- Again research of the city/county the opportunity becomes that much more important.
  - Most look to connect to the community outside of the position because again with housing option and intended length of stay in area, you may spend more time off campus than in previous positions; depending on scope of pursued position.
  - It will be important to ask what the community offers for yourself and for any other factors that may be affected by your transition (i.e. partners, children, pets, etc.)
- It is important to know what your vacation time is.
  - Based on the time from when you search a position and accept if offered, there may not be a great deal of time to make the transition.
  - However, if it is, there may be opportunity to utilize vacation time to phase your service out from one position or another or see if your current vacation policy has any restrictions for use.
  - Also, it is important to see if any unused vacation time is lost or compensated for. If compensation is provided, it may be a key consideration for financing your transition.
- It may be good to visit the area prior to after acceptance to scan area for housing options and other aspects such as child care, area amenities, etc.
- **Slide 5: While You Are in (N)eutral...**
- It is important to practice and get advice on how to negotiate salary if there is a need to. The reality is, if someone can get your experience, expertise, and talent for \$35 when it is worth \$50K, which do you think a department may actually offer you?
- First, it is okay to ask. The department or hiring manger will either research the possibility or reject the proposal.
- This is a natural act for some and not for others. If it is not for you, seek out advice on how this is done in a professional and effective manner. Even if you are not granted the

salary you ask for, at least it gives the hiring managers an idea of where you value yourself.

- It is important to be able to communicate why you are asking for a salary range, particularly if it is higher than what is offered.
- When researching to compare positions and salary prices, be sure to consider department to institution size, position responsibilities, student population, public or private, etc.
  - Be sure to inquire what professional development support looks like.

#### **Slide 6: While You Are in (D)rive...**

- Questions to consider:
  - What experiences are you looking to acquire in a mid-level management position? Are you able to acquire those in your current role?
  - Can you take lead of meetings supervisor lead?
  - Shadow current mid-level managers and ask if you can shadow them?
  - Does your current role or department offer opportunities for you gain additional experience with budget, supervision, decision-making, etc.? (Think about how you can communicate that in an interview.)
  - If you cannot gain that in our department are there external (campus, community, regional, or national) committees or roles you can serve in to be able to not only make yourself more marketable but give yourself context to discuss in your interview?
  - What opportunities can you identify to assume or be assigned a leadership role of your current peers or colleagues?

#### **Slide 7: While You Are in (L)ow Drive...**

- One of my main reasons for seeking out my current role of mid-level management was supervision.
  - I know in order to inch closer to my ambitions to serve in a VPSA role, I need direct experience with supervising Master's level professional staff.
  - In knowing this, I knew it was important that I understand my leadership style and supervision scope prior to my arrival.
  - Now it has changed as I have gained experienced in the role but I think it was critical that I arrived with those foundations as opposed to waiting for them to form in my first year.
  - I understood from the position description and before accepting the position offer that one of my main tasks would be developing, enhancing, and utilizing the leadership qualities in our professional staff.

- My leadership adaptation came into play because I realized there was training but there was also learning on the go and learning by doing; which is fine by me because that is my learning style and preference.
  - It is important to know this may be an aspect that you will have to activate or adapt to.
  - There were periods in which I did not know so I had to exercise the vulnerability to be honest with my staff members and colleagues and seek out the information rather than give in to the subconscious pressure that I needed to know everything despite being the most recent mid-level manager hired in our department.
  - A staff member commented that my exercise of vulnerability helped them breathe with better ease in their position.
- Also, there will be times you will need to lead your team from the front and then there are times you will need to lead them from the rear with supporting them to make decisions.

**Slide 8: Question & Answer**