Assistant Program Manager (APM)

Assistant Program Managers (APM’s) are undergraduate students who serve as the student lead team in the Office of Student Transitions. APM’s are not required to have previous Office of Student Transitions (OST) experience; however, previous student leadership experience is required. APM’s are required to participate in the planning and execution of all office programming, including New Student Orientation, Fall Welcome, First Year Experience, and Peer2Peer eMentoring. This is a 12-month position that spans from December to December, with some degree of flexibility. APM’s are required to work in person on campus.

Job Description

- Assists with the overall operations and functions of OST
- Attend in person office hours weekly
- Serves as a member of OST Student Lead Team and reports to the OST Professional Leadership Team
- Supervises and leads various student leader groups – Orientation Student Leaders, Peer2Peer eMentors, Fall Welcome Ambassadors and First-Year Experience Co-Facilitators
- Works in the main office of OST (answering phones, responding to email messages, etc.) and completing other office-related tasks/responsibilities as needed
- Meets weekly and communicates regularly with professional leadership team
- Attend and actively participate in regular APM staff meetings
- Assist with various activities related to Orientation, Fall Welcome, Peer2Peer, and First-Year Experience
- Participate and assist with planning programs, student staff retreats, and student hiring process
- Completes all other duties as assigned

Qualifications

- An overall grade point average of at least 2.8 or higher
- Ability to work with others and as part of a team
- Ability to work independently in and out of the office
- Ability to be flexible regarding work hours and conditions
- Follow both written and verbal instruction
- Program planning experience
- Work as part of a team and be a positive role model for others
- Excellent written and verbal skills with attention to detail
- Strong familiarity of the many WMU programs and services available to students
- Lead others using organizational and managerial skills
- Student leadership experience
- Ability to lift approximately 50lbs occasionally
- Ability to engage in occasional tasks that require physical endurance

Compensation

- $12 per hour – Work hours will vary depending on workload and program cycle. A minimum of 8 to 12 hours per week is normal during non-peak periods. 40 hours per week (flexible depending on class enrollment status) is normal during peak programming periods such as Orientation in June and Fall Welcome in August.
Position offered by: November 10
Begin position/training: week of November 28