Assistant Program Manager (APM) for Content Creation and Video Production

Assistant Program Managers (APM’s) are undergraduate students who comprise 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 on one of three committees in OST (see below for more information). This is a 12-month position with some degree of flexibility. The APM for Content Creation and Video Production will work specifically to film, create, and edit videos [and other forms of media] for the Office of Student Transitions.

Job Description

• Assists with the overall operation and functions of OST.
• Serves as a member of OST Student Lead Team and reports to a designated Program Manager.
• Actively participates on the Social Media and Video Production committee – more information below.
• Supervises and leads various student leader groups – Orientation Student Leaders, Peer2Peer eMentors, Fall Welcome Ambassadors and First-Year Experience Co-Facilitators.
• Works 3-hour shift weekly in the main office of OST (answering phones, responding to email messages, etc.) and completing other office-related tasks/responsibilities.
• Meets weekly and communicates regularly with program manager
• Actively participates and attends regular APM planning meetings.
• Assists with various activities related to Orientation, Fall Welcome, Peer 2 Peer, and First-Year Experience (planning, implementation, and execution).
• Participates and possibly assists with planning of training programs, student staff retreats and student hiring process.
• Heads the Peer2Peer Video committee.
• Completes all other duties as assigned.

Pay and Work Hours

$10.50 per hour – Work hours will vary depending on workload. Can expect a minimum of 10 to 15 hours per/week up to 40 per week (flexible) during peak programming periods such as Orientation in June and Fall Welcome in August.

• This position is a year-round position from December to December. All AMP’s are required to work in person on campus.

Desired Skills and Requirements

• 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 office.
• Ability to be flexible regarding work hours and conditions.
• Follow both written and verbal instruction.
• Strong non-linear video editing experience; preferred Premiere Pro and After Effects, but other software may be acceptable (Final Cut, Cyberlink, etc.).
• Strong knowledge of social media file formats and types.
• Working knowledge of camera equipment and various video hardware.
• Work as part of a team and be a positive role model for others.
• Excellent written and verbal skills with attention to detail.
• Lead others using organizational and managerial skills.
• Student leadership experience.
• May require some lifting and physical endurance.

Orientation and Peer2Peer Committee

• Will help to create tutorial videos for incoming students.
• Supervise, train, and lead a group of orientation leaders and peer mentors.
• Film students and conduct interviews when possible, during Summer Orientation

First-Year Experience and Fall Welcome Committee

• Film events and conduct interviews when possible, during Fall Welcome
• Will help create training videos for student leaders and volunteers
• Supervise, train, and lead a group of ambassadors and co-facilitators.

Social Media and Video Production

• APM’s serving on this committee will be responsible for developing and tracking all aspects of OST social media across various platforms, primarily Instagram.
• APM’s on this committee will work to create videos to represent the work of OST.
• Will work to help maintain video library and OST YouTube account.
• APM’s on this committee should possess a great deal of experience as it relates to the creation and execution of video production and/or social media optimization and strategy across a multitude of platforms.

Applicants are asked to upload a resume. At a minimum, please include the following information on your resume: name (first and last), preferred name, phone number, address, previous colleges/universities attended, academic standing (FR, SO, JR, SR), major(s) and minor(s), cumulative WMU GPA, honors and awards, and any student organizations, leadership positions held, and job experience (volunteer and paid) that will benefit you for the APM position.

TO ACCESS THE APPLICATION, USE THE FOLLOWING LINK.

Application Link Here