

# Office of Student Transitions

## Assistant Program Manager (APM)

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.

### 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 one of three committees: Orientation/Peer2Peer, First-Year Experience/Fall Welcome or Social Media and Video Production – more information below.
- Supervises and leads various student leader groups – Orientation Student Leaders, Peer2Peer Mentors, Fall Welcome Ambassadors and First-Year Experience Co-Facilitators.
- Works one assigned two-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.
- Completes all other duties as assigned.

### Pay and Work Hours

\$10 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. AMP's are required to work in person on campus.

### Desired Skills and Requirements

- 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.
- 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.
- May require some lifting and physical endurance.

### Orientation and Peer2Peer Committee

- APM's working on this committee will assist with all aspects related to the Orientation and Peer2Peer programs.
- Supervise, train and lead a group of orientation leaders and peer mentors.
- APM's should have a relatively strong knowledge of the many programs and services available to WMU students.

### First-Year Experience and Fall Welcome Committee

- APM's serving on this committee will assist with all aspects related to the Fall Welcome and First-Year Experience programs.
- Supervise, train and lead a group of ambassadors and co-facilitators.
- APM's should have a relatively strong knowledge of the many programs and services available to WMU students.

### 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.
- 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.

You are also asked to provide two references who can speak to your qualifications for the position. There is a link within the application for you to send to those two references. References are due by Friday, October 29.

**TO ACCESS THE APPLICATION, USE THE FOLLOWING LINK.**

<https://forms.gle/Frj7s4CSjQVjwsgE6>