Assistant Program Manager (APM)

Assistant Program Managers (APMs) are undergraduate students who comprise the student lead team in the Office of Student Transitions. APMs are not required to have previous Office of Student Transitions (OST) experience; however, previous student leadership experience is required. This is a 13-month position (November 2023-December 2024) with some flexibility and opportunity for position renewal pending performance and development evaluations. It is expected that APMs commit to the position for the entire time, particularly the summer months. OST’s peak months are during the summer and APMs are integral in the functionality of the office. OST understands that unforeseen circumstances occur at times and accommodates as best as possible. However, applicants will be asked to note any expected time commitments that would occur during the APM employment time frame (planned vacations, commitments) that would prevent them from being present during the employment period. APMs are required to participate on one of three committees in OST (see below for more information).

Please Note: This position requires mandatory in-person hours.

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/Transfer Student Services, First & Second 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, Transfer Student Ambassadors, Fall Welcome Ambassadors and First- & Second-Year Experience Co-Facilitators.
- Works one assigned two-hour shift weekly in the primary office of OST (answering phones, responding to email messages, etc.) and completing other office-related tasks/responsibilities.
- Meets weekly and communicates regularly with the Program Manager.
- Actively participates and attends regular APM team meetings.
- Assists with various activities related to Orientation, Fall Welcome, Peer2Peer, Transfer Student Services and First- & Second Year Experience (planning, implementation, and execution).
- Participates and assists with planning of training programs, student staff retreats and student hiring process.
- Completes all other duties as assigned by OST professional staff.

Requirements

- An overall grade point average of at least 2.8 or higher.
- Student leadership experience.
- Attend all staff meetings and training sessions including the following preselected dates:
  - Friday, November 10, 2023 2pm-5pm (training)
  - Friday, February 9, 2023 2pm-5pm (training)
  - Bi-monthly in person staff meetings on Wednesdays from 1pm-2:30pm
    - Beginning on Wednesday, January 10 thru Wednesday, April 17.
- 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 instructions.
- 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.
• May require some lifting and physical endurance.

Desired Skills
• Program planning experience.
• Ability to lead others using organizational and managerial skills.

Committee Descriptions

• **Orientation, Transfer Student Services and Peer2Peer Committee**
  • APMs working on this committee will assist with all aspects related to Orientation, Transfer Student Services and Peer2Peer programs.
  • Supervise, train, and lead a group of orientation leaders, peer mentors, and transfer ambassadors.
  • APMs should have a strong knowledge of the many programs and services available to WMU students.

• **First & Second Year Experience and Fall Welcome Committee**
  • APMs 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.
  • APMs should have a strong knowledge of the many programs and services available to WMU students.

• **Social Media and Video Production Committee**
  • APMs serving on this committee will be responsible for developing and tracking all aspects of OST social media across various platforms, primarily Instagram & Tik Tok
  • Assist with the OST podcast “The Student Shift” strategic planning and production.
  • Create videos to represent the work of OST.
  • APMs should have a great deal of experience as it relates to the creation and execution of video production and/or social media optimization and strategy across many platforms.

Pay and Work Hours

$13 per hour – Work hours will vary depending on workload and time of year. Expect at least 10 to 15 hours per week and up to 40 per week (flexible) during peak programming periods such as Orientation in June and Fall Welcome in August.

Please Note:
• This position requires in person work hours, especially during the summer
• APM work hours increase during the summer months (May, June, July, August.)
• Due to OST’s programmatic calendar structure, it is not recommended APMs take summer classes.
  - Any student who is enrolled in classes at any time during the academic calendar (including summer sessions) is limited in the hours they may work per week (20 hours for international students, 25 hours for domestic students).
  - Any student (international & domestic) who is not enrolled during the summer sessions can work 39 hours per week.
• For additional information regarding student employment hours, click [here](#).

TO ACCESS THE APPLICATION, CLICK [HERE](#).

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.