Student Services Program Manager I
(Graduate Assistant Position, Fall 2014 semester)

Position Responsibilities
- Recruit, screen, and pair mentors with Seita Scholars for the mentoring program.
- Recruit, manage, and organize volunteers.
- Manage Summer Early Transition (SET) Week logistics and activities for students.
- Manage winter break logistics and activities for students.
- Maintain detailed and accurate documentation of all job duties, including processes, systems, and contacts.
- Assist in the development of the Seita Scholars Intern program.
- Assist in the development of the awards ceremony.
- All other tasks as assigned.

Minimum Qualifications
- Excellent communication skills.
- Knowledge of campus and local community services and resources.
- Ability to handle multiple tasks and see them through to completion.
- Excellent decision making skills.
- Excellent organizational skills.
- Problem solving skills.
- Ability to work as a team with all staff, graduate assistants, and students.
- Currently enrolled as a full-time graduate student in a Western Michigan University graduate program.

Desired Qualifications
- Candidate will have all the skills from the minimum qualifications section.
- Proven experience in handling and completing multiple high level organizational tasks.

To Apply
Submit a resume and cover letter to Maria Newhouse, Manager for Program Development at maria.r.newhouse@wmich.edu.