

Unit	VPAO Access & Opportunity	Salary Range From	55,000
Dept ID	517000	Salary Range To	65,000
Job Title	Assistant Program Manager	Job Code (103682)	
Working Title	Program and Events Manager		
FLSA	Exempt		
Supervisor	Catalina Concha Ormsby		

Job Summary
The Assistant Program Manager serves within the Office of the Provost's Access & Opportunity (VPAO), advancing the office's mission to foster an inclusive and equitable environment where all faculty, staff, and students can thrive. This position leads the planning, development, implementation, and continuous improvement of strategic programs and initiatives that support the success and engagement of faculty and staff across the University of Michigan. As the primary assistant program manager for the Women of Color Task Force (WCTF) and the Women of Color in the Academy Project (WOCAP), the role oversees day-to-day operations, program and event management, fiscal administration, communications, and stakeholder engagement. Working collaboratively with university leadership, faculty, staff, campus partners, sponsors, and community organizations, the Project Manager delivers high-impact programming, manages complex projects and budgets, and cultivates partnerships that advance Access & Opportunity's strategic priorities and strengthen the University community. The Women of Color Task Force (WCTF) is a University of Michigan staff organization, founded in 1979, that provides professional development, networking, and training opportunities for employees across campus. The organization serves as a support network and a forum for exchanging information about the experiences of underrepresented staff at the University of Michigan, with a continued commitment to advancing equity, access, and professional growth for all. The Women of Color in the Academy Project (WOCAP) is a campus-wide faculty network that supports scholarship and advocacy focused on equity and inclusion in higher education. WOCAP fosters a supportive and inclusive community through professional development opportunities such as writing retreats, workshops, gatherings, and

networking events. The program is open to all faculty who are engaged in or supportive of this work.

Responsibilities	
Administrative Coordination	40%
• Provide comprehensive administrative and operational support for the leadership teams, committees, and membership of WCTF and WOCAP. • Coordinate meetings, communications, and follow-up actions among campus partners, sponsors, and internal stakeholders. • Support leadership in developing agendas, preparing materials, and maintaining accurate records of discussions, decisions, and outcomes. • Maintain accurate databases and documentation related to membership, participation, sponsorships, and partnerships to support planning and reporting. • Serve as the primary liaison between program leadership, the Office of the Provost's Access & Opportunity (VPAO) business team, and other university partners to ensure alignment on administrative and fiscal processes. • Support organizational governance activities, including officer elections, bylaws administration, committee appointments, leadership transitions, and maintenance of official organizational records. • Support leadership with correspondence, documentation, and internal communication as needed to advance program goals. • Collect and summarize event and program data for internal reports and sponsor updates; contribute to annual program reporting and assessment efforts. • Ensure program operations comply with university policies and procedures related to procurement, contracts, financial stewardship, accessibility, and event planning.	
Program Coordination	40%
• Lead the planning, coordination, and execution of programs, workshops, and major events for WCTF and WOCAP throughout the academic year, including the WCTF Annual Career Conference and the Shirley Verrett Award Ceremony. • Oversee all aspects of event logistics, including scheduling, venue selection, registration systems, vendor coordination, accessibility services, and on-site operations. • Manage program budgets, contracts, and vendor payments in collaboration with the programs' Executive Board assignee, the VPAO business team, and unit leadership; track expenditures and forecast future needs. • Provide administrative and operational support to WCTF committees and subcommittees by coordinating meetings, facilitating communication, tracking initiatives and action items, and assisting committee leadership in advancing annual goals and projects. • Build and maintain partnerships with campus units, sponsors, and community organizations to support programming, visibility, and sustainability. • Coordinate speaker travel, honoraria, and accommodations, ensuring a high-quality	

experience for guests and participants. • Collaborate with leadership to design and implement outreach and promotional strategies for key initiatives, conferences, and campaigns. • Develop and administer event and membership surveys; analyze feedback to inform strategic planning and continuous improvement. • Supervise student staff, volunteers, and vendors to ensure quality service delivery and program effectiveness.	
Budget and Fiscal Management	10%
• Develop, monitor, and reconcile annual and multi-year budgets for WCTF and WOCAP programs and events. • In partnership with the WCTF Treasurer and the VPAO business team, coordinate financial activities including purchasing, honoraria, reimbursements, and vendor payments to ensure compliance with university policies. • Collaborate with the VPAO business team on backend financial processes, including expense reporting and account reconciliation. • Manage sponsorship agreements, partnership funding, and external contributions to support program operations and sustainability. • Review program financial activity, monitor expenditures, and recommend operational or budget-related adjustments to leadership based on program needs and priorities • Oversee contracts, quotes, and invoices for vendors, speakers, and venues to maintain fiscal accountability and transparency.	
Marketing and Communications	10%
• Coordinate marketing and communications efforts for WCTF and WOCAP in collaboration with the VPAO Team. • Develop and distribute content such as event announcements, newsletters, and materials to promote programs and initiatives as needed. • Prepare and submit website updates to the designated developer to ensure timely and accurate posting of program information. • Ensure consistent messaging and branding across all communication platforms, including websites, newsletters, and print materials. • Identify and leverage opportunities for cross-promotion and collaboration among campus units, partners, and sponsors. • Support leadership in developing communication strategies that strengthen engagement and visibility for both organizations.	
This position reports to an Assistant Vice Provost for Access & Opportunity, which is the administrative home of WCTF and WOCAP. The work location will be a hybrid of in- and out-of-office. Some hours will occur in the evening to accommodate the organizations' events.	

Required Qualifications

- Bachelor's degree, or equivalent combination of education and experience
- Interest in, and awareness of, the issues facing women of color in the workplace and in higher education in particular.
- Experience working with diverse communities.
- Demonstrated experience with program and event planning.
- Strong interpersonal skills along with excellent oral and written communication
- Attention to detail and superior organizational skills.
- Ability and desire to work independently as well as be part of a team.
- Competence using Microsoft Office Suite and Google tools, social media tools, and meeting scheduling software; ability and willingness to learn new technology tools and software as needed (e.g., Qualtrics).

Desired Qualifications

- Experience supporting faculty, staff, or leadership within a higher education environment.
- Experience coordinating large-scale conferences, professional development programs, or multi-day events.
- Experience managing budgets, contracts, procurement, reimbursements, and other fiscal processes in a university or nonprofit setting.
- Experience working with committees, volunteer leaders, or advisory groups.
- Knowledge of University of Michigan administrative systems and business processes (e.g., M-Pathways, Emburse, M-Reports, or similar enterprise systems).
- Experience developing marketing and communication materials using email marketing platforms, website content management systems, and social media.
- Experience using survey and registration platforms such as Qualtrics, Google Forms, or Cvent to manage events and evaluate programs.
- Demonstrated ability to manage multiple projects simultaneously while balancing competing priorities and deadlines.