Job Description
The UM/DAPCEP Spring Programs Coordinator Assistant assists the UM/DAPCEP Spring Programs Coordinator in coordinating, administering, and documenting all aspects of the DAPCEP Spring Programs (DSP) at the University of Michigan. The UM/DAPCEP Spring Programs Coordinator Assistant collaborates with the UM/DAPCEP Spring Programs Coordinator and under the supervision of the Academic Program Officer.

Qualifications and Eligibility
1. Experience in program/project management.
2. Ability to interact with University faculty and students in an articulate and formal manner.
3. Excellent organizational skills.
4. Proficient in oral and written communication skills.
5. Proficient in computer applications.

Duties and Responsibilities
I. Assist in Departmental Recruitment and Participant Recruitment and Selection
   A. Recruit CoE department and organization participants.
   B. Consult with departments on selecting and organizing staff.
   C. Provide assistance with student selection.

II. Program Administration Assistance
   A. Assist DACPCEP Spring Programs Coordinator in planning, organization, and implementation of DAPCEP Spring programs (February 18 and 25, and March 4, 11, 18, 25, 2017).
   B. Assist DACPCEP Spring Programs Coordinator in maintaining an accurate record of attendance and expenditures.
   C. Assist DACPCEP Spring Programs Coordinator and collaborate with DAPCEP in the planning and implementation of the Final Student Expo on March 25, 2017.

III. Monitoring and Evaluation of DAPCEP Spring Programs
   A. Assist with administration of questionnaires/surveys to assess satisfaction and academic progress of program participants.
   B. Report progress and program needs to the Spring Programs Coordinator on a regular basis.
   C. Support and promote all program policies and procedures.
   D. Assist DACPCEP Spring Programs Coordinator in completion of final report. *Final report is due 4/28/16.*

Supervision
The Spring Programs Coordinator Assistant works under the direction of the Spring Programs Coordinator and is directly supervised by the CEDO Program Manager.

Terms of Employment
January 9 – April 28, 2016
Saturdays of DSP (6-8 hours per week as needed and is appropriate)
Monday-Friday (2-4 hours per week as needed)

Compensation
$12-$14 per hour based on relative experience.