UNIVERSITY OF MICHIGAN

Silan Fadlallah <silanf@umich.edu>

Academic Program Manager: Rackham Graduate School, University of Michigan

1 message

Ethriam Brammer <ebrammer@umich.edu> Tue, Dec 4, 2018 at 12:48 AM
To: Ethriam Brammer <ebrammer@umich.edu>
Bcc: islamophobiaworkinggroup@umich.edu

TO APPLY FOR THIS POSITION: Please go to http://careers.umich.edu/ and search for the job by the posting number listed below.

Posting Number: 163349
Posting Title: Manager Associate Deans' Initiatives
Job Code and Title: 103646 – Academic Program Manager
Appointing Department: Rackham Dean's Office - 491100
Full-Time/Part-Time: Full-Time
Hours: 8am – 5pm, M-F
Salary Range: $52,150 - $70,000

JOB SUMMARY

The Rackham Graduate School's Dean's Office is seeking an individual to provide the highest level of excellence in the development, implementation, and management of innovative programs and Dean's Office initiatives. We seek an individual who will be energized by working in a fast-paced, multidisciplinary and collaborative team environment.

The Academic Program Manager will manage all aspects of a number of initiatives in collaboration with the Associate Deans and Rackham Leadership Team including budgeting, grant writing, program development, etc.

The position may require some evening and weekend work.

For more information on the Rackham Graduate School go to: http://www.rackham.umich.edu/

PLEASE NOTE: Interviews will be held after the 1st of the year.

RESPONSIBILITIES
Provide the overall coordination and administration for a number of Rackham Dean's Office initiatives including but not limited to:

In collaboration with the Associate Deans and Rackham Leadership Team, manage all aspects of a number of programmatic initiatives. This includes assisting in the development and management of associated budgets; assisting with development and writing of grant proposals, and assist in the hiring of and provide functional supervision for support staff.

Serve as the key staff member for the coordination of postdoctoral (postdocs) outreach activities and projects for all University units. Organize, coordinate and attend monthly orientation sessions for new postdocs, and oversee all pre- and post- event logistics, including inviting new postdocs to attend the orientation, seeking orientation evaluation, and informing relevant PI's of Postdoc Compact.. Maintain email group, and

newsletter subscription list of all current postdocs. Curate, prepare, and provide text, images and ideas for bi-weekly Postdoc Newsletter to Rackham Communications. Attend monthly U-M Postdoctoral Association (PDA) meetings and serve as liaison between the UMPDA leadership and Rackham. Advise and assist, when appropriate, UMPDA in implementing their activities. Work closely with the UMPDA Outstanding Postdoctoral Fellow Award selection co-chairs to organize and implement the annual competition. Oversee and lead the Postdoctoral Exit Survey effort: track and collect respondents data. Collaborate with Rackham Institutional Research and University HRRIS on accurate implementation of the survey, and on efforts to ensure survey sustainability. Oversee the Certificate of Completion process and accompanying data. Assist with agenda planning for the annual Postdoc Advisory Group meeting, attend the meeting and take notes, as requested. Serve as a resource and point of contact for postdocs. Co-coordinate the Postdoctoral Administrators Group. Serve as a back-up for review of requests from the Postdoctoral Child Travel Expense fund and monitor the flow of requests. Advocate for postdocs.

Responsible for the coordination of the Faculty Allies for Diversity program. Provide leadership and direction for leadership planning meetings. Coordinate the Rackham and University Faculty Allies and Student Ally grant programs including prepare call for proposals, manage outreach about the program across the University, direct updates to the application portal. Coordinate evaluation of proposals, as well as award process and annual reporting and financial reimbursement. Oversee the development and evaluation of programming for Faculty Allies. Coordinate meetings and workshop once/term for Allies. Collect information on Ally activities in preparation of Rackham Merit Fellowships allocation review and Rackham Program Review process.

Responsible for the coordination of the Rackham North programming events. Working with the Associate Dean and Director for Professional and Academic Development, plan a program schedule and oversee logistics of Rackham North programs, workshops, and events. Develop, oversee and assist with communication and publicity pieces for Rackham North. Coordinate weekly events over the course of the academic year. Analyze program evaluation data to assess program success.

Assist in development and management of the Rackham Teaching Fellowship program. In collaboration with the Associate Dean, assist with the development of guidelines. Coordinate the call for proposals, evaluation, and awarding of Fellowships. Analyze evaluation data to assess program success.

Assist in the preparation of grant proposals for the consideration of state and federal agencies and private foundations. The duties will include tracking proposals, developing project budgets, and generating grant reports. Responsible for developing, researching, composing, editing and completing a wide range and variety of writing/editing assignments such as research projects, proposals, reports, correspondence, articles, and presentations. Analyze, compare and evaluate various courses of action and be expected to make independent decisions on matters of significance, within the scope of his/her responsibilities.

Establish and maintain effective collaborative working relationships with the Rackham Leadership Team and other members of the Rackham community. Meet regularly with the Associate and Assistant Deans. Represent the Graduate School as appropriate on University committees and project groups, providing liaison and support as needed. Provide administrative and programmatic support as needed for ad hoc special projects initiated within the Dean’s Office.

Participate as a member on University-wide projects and initiatives in support of graduate education. Participate as needed in various Rackham Working Groups. Actively participate by assuming leadership or contributing roles on committees, working groups, focus groups, and/or task forces within and outside of Rackham.

QUALIFICATIONS

Required

Master’s degree or equivalent combination of education and experience plus 1-2 years of responsible experience in higher education required. Demonstrated increasingly responsible experience as a successful

member of a high-level collaborative work team in program development, project management and coordination in a university setting, including staff work, program planning and administration. Understanding, appreciation of, and strong personal commitment to the issues involved in diversity programming. Experience developing and implementing programs on a university campus and coordinating large scale events. Demonstrated customer service attitude and experience and excellent interpersonal skills are essential, including the capacity to build collegial relationships with faculty and staff within the Graduate School and across the University and the ability to work with a wide range of people who represent our diverse and multi-cultural society. Demonstrated ability to exercise a high level of initiative, creativity and judgment and to achieve organizational and operational change within a large and complex organization with multiple operations and constituencies. Strong problem-solving skills, including the demonstrated ability to synthesize ideas, anticipate next steps, and prioritize important decisions. Demonstrated organizational skills to plan, organize, manage and follow through on a large and diverse workload with excellent attention to detail and ability to meet deadlines in a timely manner. Demonstrated ability to communicate effectively with faculty, staff and graduate student constituencies, both orally and in writing, including the ability to exercise discretion and judgment in matters of a sensitive or confidential nature. Understand and value diversity and the importance of inclusion as demonstrated through a commitment to apply and incorporate the differences, complexities, and opportunities that diversity brings to an organization. Some knowledge, understanding and appreciation of the academic goals, promising practices, and issues in graduate education. Knowledge of personal computer productivity tools including word processing, spreadsheets, calendaring, scheduling, presentation and communication software packages. Ability to travel to locations across campus to attend meetings and oversee events.

Desired

Program evaluation experience and familiarity with quantitative and qualitative methodologies for authentically assessing programs. Knowledge of and ability to clearly and concisely articulate University and Rackham policies and procedures. Experience implementing initiatives that require organizational/cultural change. Extensive knowledge of graduate education and the diverse culture of the University's schools, colleges, and units with which the Rackham Graduate School interacts. Knowledge of University organizational structure, policies, procedures, and practices; and working familiarity with and appreciation of the diverse cultures of the schools, colleges, and units of the University. Familiarity with a wide range of social media communications (e.g., Twitter, LinkedIn) and digital collaboration tools.

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Ethriam Cash Brammer, Ph.D.
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We acknowledge that the University of Michigan, named for Michigami, the world's largest freshwater system and located in the Huron River watershed, was formed and has grown through connections with the land stewarded by Niswi Ishkodewan Anishinaabeg--the Three Fires People, who are the Ojibwe, Odawa, and Potawatomi--along with their neighbors the Seneca, Delaware, Shawnee, and Wyandot nations.