

Student Center Administrative Assistant Seasonal Leave Information

The following information is relevant to the “Seasonal Leave” portion of the July 2026 posting for the SEAS Student Center Administrative Assistant.

- It is expected that from August to May, this role will be on central campus in-person in the SEAS Dana building.
- The duration of the appointment may change each year, including an expansion to a 12-month appointment in order to meet the business operational needs, at the discretion of the hiring manager.
 - You will receive at least 60-day advance notice of this change if it takes place.
- The salary range posted for this position is the equivalent of a one-year full-time salary. Actual paid salary will reflect the months worked as a fraction of the posted salary:
 - Ex. If a salary of \$46,000 is offered, the **gross** salary for 10 months of effort will be approximately \$38,333, paid over 10 months.
- During the seasonal leave, pay will not be issued. The UM Benefits team will contact you to offer “bridge” benefits during the months your appointment is not active.
 - UM Shared Services is your best contact for information on this process each year, and can be contacted [here](#).
 - General information about UM benefits can be found [here](#).