



Program Manager

White Ruffin Byron Center for Real Estate
University of Virginia
Salary Range: \$60,000 – \$70,000

Position Overview

The White Ruffin Byron Center for Real Estate at the University of Virginia seeks a collaborative and dynamic Program Manager to lead the Center's student programming portfolio and help advance its mission as a pan-University hub for real estate education and engagement.

This role holds primary responsibility for the design, execution, and continuous improvement of experiential, co-curricular, and career-oriented initiatives serving undergraduate and graduate students across UVA. The Program Manager develops and manages a robust portfolio of programs that directly shape students' academic and professional pathways in real estate.

Working in close partnership with Center leadership, faculty, alumni, and industry stakeholders, the Program Manager serves as the lead administrator for student-facing initiatives and exercises independent judgment in program planning, stakeholder coordination, and student engagement strategy.

The Program Manager reports to the Associate Director and collaborates closely with Center leadership.

This position starts on-site, with potential for a hybrid schedule in the future. Timing and eligibility will be determined by the manager based on performance, team needs, and operational considerations.

Key Responsibilities

- Lead the design, implementation, and evaluation of the Center's student-focused program portfolio, including speaker series, networking events, mentorship initiatives, case competitions, site visits, and other experiential learning opportunities.
- Serve as the Center's primary point of contact for students exploring academic and career pathways in real estate.
- Partner with student organizations, faculty, alumni, and Career Services to support programming and strengthen student engagement.
- Develop annual student programming plans and establish measurable goals aligned with the Center's strategic priorities.
- Manage student program budgets and monitor expenditures to ensure alignment with annual plans.
- Analyze participant data and stakeholder feedback to recommend program enhancements and ensure alignment with student needs.
- Collaborate on and assist with alumni engagement initiatives, including networking and promotion of internships and job opportunities.
- Support planning and execution of major Center events, including the annual UVA Real Estate Conference.

- Manage program logistics, communications, tracking systems, and evaluation efforts to ensure high-quality program delivery.
- Supervise student workers supporting Center initiatives.

Qualifications

Required

- Bachelor's degree
- 2–3 years of professional experience with demonstrated project ownership
- Ability to manage multiple priorities in a fast-paced environment
- Strong organizational and project management skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite

Preferred

- Experience supporting student programs, experiential learning, or career development initiatives
- Experience planning events and managing logistics
- Experience working in or with a university setting
- Interest or familiarity with real estate or related industries

This is an exciting opportunity to play a key role in shaping student engagement and experiential learning within a growing, interdisciplinary real estate community at UVA.

How to Apply

To apply, please submit a **resume and cover letter** to:

Brandy Amos

HR Manager

 bamos@virginia.edu

Applications must be received **by May 29, 2026**.

Equal Employment Opportunity Statement

The University of Virginia and the UVA McIntire School of Commerce Foundation are committed to equal opportunity and affirmative action. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, age, veteran status, or any other legally protected status.