

## AgriLife Position Description

Last reviewed: 12/7/2011

**8493**

### **PROGRAM ASSISTANT**

#### *SUMMARY*

**General Description:** Provides standard administrative or specialized support to a program.

#### *DUTIES*

**Typical:** Assists in the coordination of departmental program; assists with committee meetings and materials; tracks and monitors program budget; maintains program databases; researches and recommends changes to existing programs; assists with proposal development; may chair committees; purchases program materials; prepares program correspondence; makes travel arrangements; coordinates responses to requests for program information; assists in coordinating logistics for program seminars, workshops, orientations and other special events; prepares program materials; establishes and maintains program files; serves a first point of contact for program information; may supervise subordinate staff; prepares program reports; performs other duties as assigned.

#### *SUPERVISION*

**Received:** General instruction and periodic review by Program Manager, Program Coordinator or other supervisor.

**Given:** May supervise subordinate staff.

#### *EDUCATION*

**Required:** Bachelor's degree or higher in relevant field, or equivalent combination of training and experience (eight years of experience with a High School Diploma, four years of experience with an Associate's Degree).

**Preferred:** Master's degree or higher in relevant field.

#### *EXPERIENCE*

**Required:** Some experience in administration, program management or a related field.

**Preferred:** One or more years of experience in administration, program management or a related field.

#### *LICENSES, CERTIFICATES OR REGISTRATION*

**Required:** None.

**Preferred:** None.

#### *KNOWLEDGE, ABILITIES AND SKILLS*

**Required:** Excellent verbal and written communication skills. Ability to use word processing, spreadsheet and database programs. Ability to multi-task and work cooperatively with others.