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# Example of Associate Program Job Description

Our company is growing rapidly and is hiring for an associate program. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for associate program

* Input applicant and participant information into Entwine database
* Maintain Global Immersive Experiences calendar
* Reviews and oversees requests for Awards/Requests for Proposals (RFA/RFP) for business, administration and budget terms, interprets impact of terms and adequacy of the technical, the budget requests and personnel needs to perform the work
* Prepares budgets to meet all RFA and project needs and guidelines
* Collaborates with the PIs to review technical proposals and ensure integration of the budget section with the technical proposal
* Serves as a liaison between the department and the Office of the Vice-President for Research (OVPR)
* Communicates and meets with faculty to review scope of work for initial and annual renewal of proposals and determines impact on relevant budgets
* Coordinates award set-up upon receipt of new grants, with the Department Manager, Grant Financial Administrator and OVPR (establishments, contracts, sub-awards)
* Oversees post-award functions on behalf of members of the department and facilitates the management of awarded projects including preparing annual progress reports, project closeouts, memoranda and correspondence designed to document enhance and expand research activities and programs and ensure that deliverables and milestones are met
* Conducts, prepares and updates research annual and/or multiple year budget projections for the departmental extramural funds for anticipated direct and indirect cost recoveries

## Qualifications for associate program

* Experience with online communication platforms and other online tools (Google Hangouts, Skype, Wufoo, SurveyMonkey)
* A minimum of 4 years’ experience as a program manager, product manager, or similar working on widely used customer-facing products or Web applications
* A minimum of 1- year experience working in web site, web platform, and mobile application development as a program manager, product manager, or project manager
* Familiar with risk assessment and management concepts and best practices
* BSc or M.S
* Collaborates with the Manager, Finance & Administration to consolidate procurement transactions and budget allocations in order to supervise and maintain these budget records and effectively provide an audit trail that will facilitate preparation of budget expense forms and reconciliations