Downloaded from <https://www.velvetjobs.com/job-descriptions/associate-program>

# Example of Associate Program Job Description

Our innovative and growing company is hiring for an associate program. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for associate program

* Work with national, regional and local staff to ensure grant and programmatic compliance
* Manage Corps member files to Corporation for National and Community Service and Jumpstart specifications
* Prepare and submit reports on site fiscal and programmatic performance to Regional Office
* Provide additional support and representation at Corporation sponsored events or stakeholder events/meetings
* Responsible for local compliance requirements for Corps members, including background checks and child safety compliance
* Participate in interview and selection of Corps members for site
* Support Corps members in the completion of expected hours requirements (300 hours over the course of the program year)
* Under Site manager leadership, support supervision of Corps members and Team Leaders, ensuring consistent and responsive management, and clear ongoing communication
* Work with faculty and staff who can assist with Jumpstart member training and recruitment, higher education and preschool program partner relationships
* Aid in planning and implementation of workshops and events for faculty, staff and students (Summer Program Summit, Educational Outreach Forum, Michigan Pre-College and Youth Outreach Conference)

## Qualifications for associate program

* Must understand an expense chart of accounts
* Minimum GPA requirement of 3.0 (Audit and Corporate Finance require 3.2)
* Demonstrated leadership and involvement in extracurricular activities is preferred
* Working knowledge of scientific principles and medical terminology
* Knowledge of medical, scientific and clinical research techniques in assigned therapeutic area
* Proven track record of high quality delivery across the project lifecycle