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# Example of Associate Program Job Description

Our innovative and growing company 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

* Coordinate internal resources and provide for expedient distribution
* Perform risk management analysis to minimize project risks and ensure compliance with the minutiae of all involved grants and funding
* Maintain documentation and files for all aspects of the projects
* Providing administrative support to include receiving calls and emails from a variety of individuals that range from university departments to government officials
* Serving as the building liaison, handling a wide variety of requests and issues at the Hunt library relevant to the Kenan Institute’s suite and other tenants in the suite
* Assisting Kenan Institute staff with organization for Kenan Institute meetings and events
* Providing IT support and liaising with the Office of Information Technology for all computer/software related issues for the staff of the Kenan Institute and the KFP program
* The University Program Associate maintains Kenan Institute’s supplies and equipment including office supplies, kitchen supplies, kitchen equipment (coffee makers, dishwasher, refrigerator) and disposables, and business equipment such as laptops, printers, conference room equipment necessary for the effective implementation and execution of Kenan Institute activities and programs
* Other duties and responsibilities required to support the core functions of the office
* Work with the Director Center for Family Enterprises in program planning and architecture, including managing complex program designs, varied stakeholder interests, and conflicting stakeholder priorities

## Qualifications for associate program

* Excellent time management and organizational skills with an ability to balance conflicting priorities effectively
* Ability to manage high-throughput transactional activity calmly and effectively
* Ability to work independently and in a team-driven environment
* Ability to work in a fast paced, forward moving environment and successfully manage high stress situations
* Demonstrates adaptability and the desire to continually learn and challenge oneself
* Self-starter with the ability to identify important tasks and take the initiative to drive them to resolution with little oversight