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# Example of Education Program Assistant Job Description

Our company is searching for experienced candidates for the position of education program assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for education program assistant

* Assist the program director in implementation of faculty development activities and implementing residency improvement projects
* Assists with the coordination of the residency/fellowship program ensuring compliance with established guidelines
* Provides administrative support for training programs
* Coordinates with House Staff Affairs and GME to credential new appointments to House Staff
* Implements all required modules of the New Innovations residency management software, to include the management and reporting of data user training for program faculty and residents/fellows
* Assists with the preparation of reports for the Accreditation Council for Graduate Medical Education (ACGME), GME Track, FREIDA, UCNS
* Handles all correspondence from external facilities regarding verification of residency/fellowship for current and former residents/fellows
* May participate in the completion of surveys
* Submits timely and complete duty hour reports to the Compliance Office following the institution's compliance plan
* Collects and tracks evaluations of the fellows, faculty, and program in compliance with applicable accreditation requirements

## Qualifications for education program assistant

* Independent decision-making and ability to act under pressure is critical
* Four (4) or more years of business experience in program or event management and high level client interaction
* International program delivery experience strongly preferred
* A strong background in classroom/instructor/client communications and coordination is required
* Provide excellent customer service skills for internal and external customers
* Self-starter, independent worker and willing to take initiative