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# Example of Education Program Assistant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of education program assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for education program assistant

* Prepare for and proctor Shelf exams
* Coordinate student and faculty evaluations
* Maintain course websites
* Coordinate 4th year visiting student subinternship experience in the department
* Collaborate with the Medical Education department on 3rd year medical student elective experience
* Act as a liaison between the International Personnel department and foreign observer to ensure successful onboarding such as health clearance, submission of credentialing materials, and HIPAA clearance
* Act as a liaison between the Volunteer Office and volunteer to ensure successful onboarding
* Responsible for coordinating and troubleshooting the various aspects of Grand Rounds such as ordering and setting up breakfast, confirming computer equipment, scheduling and securing room assignment, sending out flyers to all faculty/ residents/ fellows that participate in Grand Rounds weekly
* Coordinate with Chief Residents and Grand Round Committee members for Grand Rounds Schedule for academic year
* Generate survey to be completed by Grand Round Attendees for Grand Rounds Speaker

## Qualifications for education program assistant

* Pre-health advising experience and a knowledge of graduate and professional school admissions procedures, federal regulations (FOIA and FERPA), and other student procedures and policies
* Knowledge of Hobson’s Radius (admissions processing)
* Ability to teach leadership, research, and/or other courses within the Interdisciplinary Leadership Doctorate Program
* Ability to teach in other program areas offered in the college (i.e., Educational leadership
* Bachelor’s degree – Master’s in Physiology preferred
* General organizational skills and the ability to work independently