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# Example of Education Program Assistant Job Description

Our innovative and growing company is looking to fill the role of education program assistant. 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 education program assistant

* Troubleshoot any scheduled meetings for the Grand Rounds speaker
* Management of Grand Rounds List Serv
* Manage Honorariums for Grand Rounds Speakers
* Coordinate and Manage all activities related to Neurology Grand Rounds
* Serving as the primary point of contact for host institution representatives, including communicating on issues related to admission, enrollment, housing, billing, and on-program support
* Maintaining regular communication with fellowship recipients on all program-related matters
* Providing support and assistance to fellows experiencing academic, cultural adjustment and/or health issues
* Recruiting host families for program participants
* Contributing to the development of program materials, including presentations, proposals, newsletters, recruitment materials, fliers, student profiles, and annual reports
* Editing program materials

## Qualifications for education program assistant

* Ability to learn and take responsibility for a variety of technical, clerical, and academic duties
* Ability to work easily with computer based programs, to include Blackboard and Canvas databases, ExamSoft, student polling systems, ECHO360 lecture editing, to trouble-shooting and handled other technical issues
* Effective communication skills for successful interactions with a diverse community of clients
* Ability to multi-task, organize, prioritize and problem solve
* A flexible, cooperative and team player
* Ability to work easily with computer based programs, databases, spreadsheets and mail merges