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# Example of Education Program Assistant Job Description

Our company is looking for an 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

* Maintaining accurate financial records, program activity summaries, and participant updates
* Screening application materials for accuracy and completeness
* Organizing and participating in selection committee meetings
* Assisting with the planning of program events, including pre-departure and arrival orientations, re-entry workshops, and graduation events
* Arranging for travel, housing, airport transfers, and other transportation needs
* Organizing videos and photos to be used in program materials
* Updating and monitoring program websites and social media pages
* Regularly updating data in participant, applicant, and institution databases
* Preparing electronic and paper files of application materials for departmental needs during selection and placement
* Assist Program directors with the starting and facilitation of courses each semester

## Qualifications for education program assistant

* Must be able to regularly lift and carry 10-20 lbs and occasionally up to 30-40 lbs
* A flexible, cooperative team player
* Work experience providing administrative support in an office setting
* Professional or volunteer experience (not personal) updating and editing websites, preferably using HTML
* Knowledgeable and experienced with Microsoft Office Software, Outlook, and the Internet
* Able to handle several projects at one time