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# Example of Junior Program Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of junior program. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for junior program

* Participate and support documentation of HW and SW releases
* Support CoPM in the planning of samples and peripherals
* Participation in internal project meetings and support PM/CoPM in taking the meeting minutes
* Support of CoPM in schedule, ticket and budget tracking
* Support PM/CoPM in Automotive SPICE activities
* Offer additional support to the Education Office
* This candidate must have will be responsible for and must have experience with developing system test plans and scripts
* Candidate will be working with both system developers and end users from unit testing, through system integration testing, and user acceptance testing
* Participate in the encryption assessments validation cycles
* Keep track of open assessments in the defined tracking file

## Qualifications for junior program

* Improve initiative for accounting tasks
* USPTA required
* Two (2) or more years of experience with DoD ACA T 1 Program Management (including cost, schedule and performance)
* Bachelor’s Degree, 4 years of specialized DoD experience may be substituted in lieu of degree
* Management of a multi-functional team
* Demonstrated experience developing milestone decision reviews briefs and program documentation at component and/or DoD level