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# Example of Program Assistant Job Description

Our company is looking for a program assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for program assistant

* Knowledge of architecture, art, design, art history, and/or theory
* Send confirmations and maintain replies for TI events
* Assist with programming setup
* Assist with processing check requests in Yardi Enterprise for ongoing programs
* Assist with securing rooms and seating for small group sessions
* Assist with organizing signage, seating, rental equipment at outside venues
* Merge of all volunteer rosters to create master attendance list
* Coordinate and follow-through with Creative Services job requests ensuring materials are printed and received in a timely manner
* Provide exceptional customer service to colleagues and learners
* Respond to inquiries from front line employees, supervisors and managers about professional development offerings

## Qualifications for program assistant

* Register learner for their courses
* Review and inspect enrollment forms to guarantee all relevant learner information is captured prior to courses beginning
* Ensuring accurate learner enrollment data is added to the Learning Management System (LMS)
* Send out confirmations and reminder emails to learners about their courses
* Follow up with learners regarding being rescheduled for courses
* Help learners reset their passwords so they can access their e-learning modules