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# Example of Program Assistant Job Description

Our company is growing rapidly and is looking for a program assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for program assistant

* Helps coordinate the preparation, development and production of major documents such as proposals and reports
* Helps oversee office operations
* Create, revise, and maintain program forms for internal use
* Order office supplies, equipment or forms/brochures
* Train program volunteers
* Program Assistant (PA) positions are held by experienced staff whose acquired knowledge and skills enable them to independently undertake diverse and complex work assignments
* Track purchase orders and consultant work orders
* Process travel, hotel, and local transportation arrangements for SMC staff and meeting attendees, including processing of travel advance requests and monitoring the status of these requests
* Manage use of center supplies including, laptops, cameras, and other equipment, including maintaining check-in/check-out tracking log, ensuring security and good condition of equipment, and reporting any problems with equipment
* Facilitate patient check-in for surgery and pre-anesthesia visits

## Qualifications for program assistant

* Must be available with advance notice, to staff evening events on a semi-weekly basis
* Greet patients and families and facilitate smooth and timely service to patients and families throughout the surgical experience
* Appropriately direct patients and others to departments in the medical center
* Answer and direct in-person questions and requests from patients and families
* Maintain inventory and stock supplies
* Advocate for patients and families by locating appropriate staff to address concerns