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# Example of Program Assistant Job Description

Our growing company is hiring for a 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 program assistant

* Organize and maintain inventory for programs
* Oversee registration table and assist Program Managers on site with smooth running of programs
* Identify problems and troubleshoot when necessary
* Attend all course events
* Leading the coordination of select Ain CFE programs and events such as Entrepreneurs-in-Residence Office Hours, monthly University-wide entrepreneurship faculty and staff lunches, and Ain CFE Lecture Series
* Assisting with prep, setup, and breakdown for meetings, events, and programs
* Fielding all correspondence including in-person visits from students, faculty, staff, and alumni
* Tracking RSVPs for programs and events
* Providing parking passes
* Organizing meetings (sets up room reservations, orders catering, provides parking passes, prints agendas and other meeting materials, notifies attendees and collects RSVPs, transcribes meeting notes, and performs follow-up research and administrative action items from meetings)

## Qualifications for program assistant

* Can do" attitude and pleasant, helpful demeanor
* Ability to work in a busy office with competing demands
* 2+ years in an administrative program support role
* Passion for making administrative operations run efficiently, effectively and transparently
* Experience working with culturally diverse students in an academic customer service environment
* Experience with Microsoft Office, including Outlook or other related software