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# Example of Program Management Associate Job Description

Our innovative and growing company is looking to fill the role of program management associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for program management associate

* Assist in planning and managing investigator meetings, other trial specific meetings, KOL meetings
* Work with senior leadership from the Animal Health division and IT to deliver specific IT programs/projects that drive business-IT outcomes which support the business strategy and the continued standardization and simplification of the IT footprint
* Serve as central point of contact for the present IT program(s)/projects
* Have end-to-end responsibility for delivering specific IT programs/projects from planning through execution, solution installation and transfer to support services
* Develop overall program plans and create high-level plans to guide detailed planning at the component level
* Control of project financials, including forecast, actuals, variances and corrective actions
* Ensure consistent use of common processes by all program component project teams
* Manage the program staff / project team to meet program/project objectives
* Measure success by the degree to which a specific program/project satisfies the needs and benefits for which it was undertaken
* Monitor the progress of the program component projects to ensure the overall goals, schedules, budgets and the benefits of the program will be met

## Qualifications for program management associate

* Implementing necessary communications and change activities associated with product launches, technology changes, and process improvements
* Facilitating daily team meetings and assisting the team in reviewing and demonstrating finished work to business partners
* Using information and interactions to make good judgment on potential risks and issues
* Current student or alumni of Rice University
* Removing obstacles for the team or direct the obstacles to appropriate leaders for a quick resoluting
* 8+ years Life Science industry experience, 6+ years in leading teams, 6+ in project or program management, oncology experience a plus