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# Example of Program Support Assistant Job Description

Our company is looking for a program support 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 support assistant

* Organize and expedite mailing process
* Produce customized reports for each event and prepare materials
* Manage scheduling and coordination of calendars, meetings and conferences
* Support with general office administration, working closely with other administrators
* Oversee the day-to-day management and administrative activities for a service with diverse programs, activities and professional disciplines
* Independently plans and directs the day to day administrative management activities of the Medical Service
* Manages the recruitment process for positions comprised of professional, managerial, administrative and support personnel
* Writes position descriptions, rating criteria, selection justifications, and other required documents
* Provide assistance and guidance to managers and supervisors in developing employee performance plans
* Recommends changes in administrative practices and procedures in order to facilitate and improve operations, Evaluates and advises on organization processes, methods , and procedures for providing administrative support systems such as records, communications, directives , forms and files

## Qualifications for program support assistant

* Process student applications
* Assist with financial tasks
* Experience working in an administrative capacity in a corporate environment at a senior level
* Time in grade restrictions apply
* Must be able to type 40 words per minute or greater
* Advise on the impact administrative and management support on planning, funding, development and implementation of methods for achieving goals