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# Example of Program Support Assistant Job Description

Our company is looking for a program support assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for program support assistant

* Schedule/coordinate meetings, conferences, special events, appointments and travel arrangements
* Lead the planning and implementation of approximately 30 events annually serving a diverse range of engagement opportunities (e.g., Webinars, Pathways, Professional Development, Career, Golf Tournament, Tuition Drawing, and supporting campus partner events)
* Implement and evaluate activities, programs, and projects for Advancement engagement programs, in support of Alumni Relations, Advancement initiatives and University priorities
* Additional Event logistics
* Monitor registration sites for guest numbers
* Prep/gather event material
* Schedule and coordinate event space
* Produce customized reports for event or program
* Manage registration table and on-site staffing needs at event space
* Manage registration table and on-site staffing needs at events

## Qualifications for program support assistant

* Indicate the number of hours worked per week on work experience
* Copy of most recent SF-50 verifying your status as a current or past permanent Federal
* Must be a qualified typist (40 WPM)
* Santa Rosa, CA
* Must meet time-in-grade restrictions
* Bachelor's degree in a related Administrative, Business, Liberal Arts, or Social Sciences discipline