



Example of Education Program Assistant Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking for an education program 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 education program assistant

- Ensures compliance with departmental policies and procedures regarding any house staff moonlighting or other professional activities outside the scope of the program
- Maintains the fellowship curriculum, including competency-based goals and objectives for each assignment and each level of training
- Collects a summative, competency-based evaluation and a list of all rotations completed from the previous program of any resident who transfers into the program, including those who complete one year of preliminary training before entering an advanced residency program
- Develops and maintains program letters of agreement for all required rotations at outside institutions
- Communicates conditions of house staff appointment to candidates at or before the time of interview
- Responsible for helping the Clerkship Director coordinate the various aspects of a clinical clerkship, which include teaching, assessment and clerkship organization
- Partner with Clerkship Director in administration of clinical clerkship and have a general understanding of the rationale of the clerkship goals and objectives
- Act as student advisor, advocate and policy expert for the clerkship
- Organize and maintain files with student schedules, clinical site assignments, grades

Qualifications for education program assistant

- Must have ability to walk up sets of stairs with ease, lift and carry boxes up and down stairs
- Essential skills include outstanding organizational abilities, critical eye for detail, and outstanding and constant written and oral communications
- Ability to interact and communicate in a positive manner with a diverse clientele, including foreign universities, prominent social and political figures, and business executives
- Availability and willingness to travel and work evenings and weekends as needed
- Proficiency with computer applications - a thorough understanding of Microsoft Office suite and the ability to learn and master other computer technology/software programs as needed
- Unofficial Transcripts with degree date conferred