



Example of Program Analyst Job Description

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Our growing company is looking to fill the role of program analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for program analyst

- Assist Deputy Director in data entry for annual performance evaluations of staff via ePerformance software system
- Provide courteous and responsive service to the Office Director, Deputy Director, staff, visitors and callers, including by answering the phone and buzzing visitors in to the suite, and escorting visitors within the building
- Keep the office phone lists, safe combination information, and other internal information up to date
- Maintain Office Director's calendar and schedule meetings
- Regularly pick up mail in EX office and distribute items to staff
- Run errands related to State Department business at request of staff members
- Photocopy/scan and fax documents
- Order office supplies and keep office supply cabinets orderly
- Make repair, cleaning, and physical maintenance requests as necessary
- Provide escort to char force

Qualifications for program analyst

- Must be proficient in using Excel Pivot Tables
- BA or BS degree or equivalent is required
- Proven exceptional experience in writing, editing and coordinating information papers, reports, presentations, technical documentation, and evaluate concurrent tasks to establish priorities
- BA or BS degree in Mathematics, Statistics, Business Administration,

- Must have an active Secret security clearance or higher
- Bachelor's degree and one to two years of experience in a related area or an equivalent combination of education and experience