



# Example of Program Assistant Job Description

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Our growing company is looking to fill the role of 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 program assistant

- Facilitate visitation for each patient with visitors while safeguarding patient's request for privacy concerning medical and personal information
  - Accurately and promptly convey messages between surgical departments, staff, and families to facilitate prompt service and care for the patients
  - Obtain interpreters for patients and their families when necessary
  - Program Assistant (PA) positions are held by experienced staff whose acquired knowledge and skills enable them to independently undertake diverse and complex work assignment
  - Arranging meetings and ensuring all logistics (hospitality, conference rooms, audiovisual, video conferences, visitor passes, ) are completed in a timely manner
  - Assist Program Managers with preparation of binders and teaching materials for each course
  - Assist Program Managers with advance memos and pre-course correspondence to participants
  - Monitor course registrations, maintain rosters & enrollment reports, manage waitlists and cancellations
  - Prepare program certificates, nametags and seating arrangements, as needed
  - Use Cvent (our registration software) to set up online registrations for courses, prepare emails and surveys, generate reports
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- Demonstrated interpersonal skills, including the ability to work across teams and with a variety of projects and constituencies
- Excellent computer skills, proficiency with Microsoft software for PCs, and the capacity to adapt quickly to new technologies/processes
- Familiarity with epidemiologic terminology
- Certification in biomedical ethics training (CITI) and ability to maintain Human Subjects confidentiality
- Ability to independently plan day to day responsibilities, effectively organize time, set work priorities, and work on multiple projects and goals at the same time
- Supports and works collaboratively with members of the immediate work team with others in diverse work groups/ teams/ task forces, across Bank Group offices