



Example of Program Support Assistant Job Description

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Our growing company is searching for experienced candidates for the position of 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

- Assist R&D groups in writing, editing and authenticating technical and promotional materials including application papers, product descriptions, data sheets, specification books, conference presentations and brochures and partners with publishing or print services on final product
- Clinical Operations-analyze and troubleshoots scheduling concerns, underutilization of appointments and works to optimize access to their assigned Section(s)
- Serves as the main contact in to their assigned Sections(s) for consult management and notifies the appropriate person(s) in a timely manner if consult resolution timeframes are not being met
- The incumbent coordinates and tracks consults to non-VA providers when required
- Serves as the manager of administrative functions for their assigned section/s within the Pulmonary Section of Medical Service
- Acts as the resource person for all questions regarding services provided by the Service
- Acts as point of contact for the department for many requests of information or action from within the medical center, patients and patient families, other medical centers and other individuals and organizations
- Receives and screens telephone calls, visitors, faxes, E-mails, and incoming mail

- Refers items to other staff members, as appropriate, and forwards to Leadership only the items requiring their attention

Qualifications for program support assistant

- TIG requirements outlined in 5 CFR, Part 300, Subpart F, are applicable
- Best Qualified - Applicants possessing knowledge, skills and abilities that substantially exceed the minimum qualifications of the position and who are highly proficient in all requirements of the job and can perform effectively in the position
- Well Qualified - Applicants possessing knowledge, skills and abilities that exceed the minimum qualification of the position and who are proficient in most of the requirements of the job
- Qualified - Applicants possessing knowledge, skills and abilities that meet the minimum qualifications of the position. If you are referred for consideration, you may be asked to submit additional job related information, which may include, but not limited to
- You must be a U.S. citizen or National to apply for this job
- Be at least 16 years old (by closing date of this vacancy announcement)