Program Assistant III (0874)

**Basic Purpose/Job Function:** Serving as lead supervisor for designated employees and organizing and coordinating clerical and secretarial functions following established standards.

**Examples of Titles Replaced:** Advanced Programs Site Coordinator, Conference Assistant, Program Assistant, Sponsored Programs Specialist

**Typical Functions May Include:**

1. Assuming day-to-day responsibility for organizing, coordinating and performing specialized clerical functions
2. Controlling delegated budgetary expenses
3. Initiating departmental purchases
4. Answering questions, providing information and handling complaints for internal and external customers
5. Establishing and maintaining filing systems including confidential documents
6. Coordinating arrangements for programs, conferences and seminars including follow-up correspondence
7. Collecting and depositing registration fees
8. Assisting with design of brochures and promotional materials
9. Drafting, typing and proofreading memoranda, letters, reports and records
10. Screening incoming calls
11. Receiving, reading and distributing incoming mail
12. Performing research and compiling reports
13. Selecting, training and evaluating performance of assigned staff
14. Coordinating departmental personnel and payroll issues
15. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** Supervises, trains and evaluates clerical support staff.

**Supervision Received:** Receives limited supervision; determines action to be taken handling all but unusual cases.

**Minimum Qualifications:**

- **Education:** High School diploma or GED
- **Experience:** 12 – 24 Months  **Type:** Office Supervision/Management
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- **Skills**: Good written and personal communication and organizational skills; ability to perform basic math functions including fractions and percentages; excellent computer skills
- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; requires contact with other departments and university officials; may require travel; may be required to bend, lift, stoop, carry and be exposed to temperature changes; may require background check
- **Licenses**: Determined by the nature of the position and/or department.
- **Certifications**: Determined by the nature of the position and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.