

## ON-CAMPUS EMPLOYMENT OPPORTUNITY

# PROGRAM ASSISTANT

### DETAILED RESPONSIBILITIES

#### **Workshop Scheduling for Fall, Winter, and Spring Quarters**

- Communicate with Coordinator about current and future program needs.
- Communicate with facilitators regarding their schedules and create future quarter workshop schedules.
- Communicate with University Scheduling about the coming quarter's schedule and edits.

#### **Facilitator Interaction**

- Assist Coordinator in providing support to new and returning facilitators.
- Email facilitators with reminders as needed (scheduling, payroll, holidays, etc.).
- Coordinate substitutes and make-up sessions.

#### **Phone, Email, and Data Entry**

- Answer phone and return voicemails.
- Respond to emails daily.
- Update budget spreadsheet.
- Check Supplemental Workshops website for accuracy and current documents.
- Update and maintain staff Canvas site.

#### **Database**

- Maintain Fall, Winter, and Spring databases.
- Enter and edit data as needed.

#### **Staff Meetings**

- Develop the weekly meeting agenda and review with Coordinator.
- Prepare any materials for the staff meeting.
- Co-lead and facilitate meeting and discussions with Coordinator and Senior Leaders.
- Email meeting minutes after the meeting.

#### **Recruitment**

- Create and edit job descriptions.
- Receive and screen applications; schedule interviews with selected applicants.
- Prepare interview materials; interview candidates with Coordinator and Senior Leaders.
- Discuss candidates with Coordinator and Senior Leaders following the interview.
- Complete on-boarding paperwork with new hires.

#### **Marketing**

- Assist Coordinator in marketing workshops to students, faculty, and advising staff to increase enrollment.

#### **Quarterly Assessments**

- Track assessment completion rates.
- Review results with Coordinator.