

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Program Assistant **SALARY GRADE:** HU-10
DATE REVISED: December 01, 2014 **EEO CODE:** 02
JOB CODE: 2322 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: Provides program support to the program staff. The incumbent serves as a liaison between program staff and Howard University staff in meeting the operational and logistical needs of the department.

SUPERVISORY AUTHORITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts include faculty and staff of the University and Hospital. External contacts are with public and private health-related organizations.

PRINCIPAL ACCOUNTABILITIES:

- Assists in coordinating activities of the department program including program planning, community-based outreach; meeting setup, and general administration.
- Researches, collects and prepares background information and data to assist in decision making.
- Assist with faculty and/or staff hiring and selection process as necessary.
- Assist with developing and administering public relations campaigns utilizing brochures, displays, and formal presentations.
- Initiates processes that are part of the regular cycle for building infrastructure to include: capacity building interventions, community-based preceptorships, meeting, conferences, workshops, and other functions.
- Proofreads, edits capacity building materials, reports, meeting minutes, notes and other communications.
- Assists with ordering and purchasing program supplies.
- Assists with maintaining alumni database, to include updated information.
- Oversees organization of center reference materials to include ordering books and maintaining public health library database.
- Assists with developing and updating program website.

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BARGAINING UNIT:	N/A		

Responsible for identifying public and private grant opportunities.

Assists with the coordination of the Program's seminars, workshops, travel arrangements, special projects, and/or events; may coordinate programs/project development planning.

Assists in coordinating administrative support functions for program activities including marketing campaigns, data entry, word processing, typing of grants, reports, correspondence and answering telephones (as needed).

Performs other related duties as assigned.

CORE COMPETENCIES: Knowledge of word processing, spreadsheets, database programs, and presentation software as well as internet searches.

Ability to develop action plans in resolving and implementing organizational and operational problem goals.

Ability to plan and prioritize activities in an office setting.

Ability to work in small, lively office environment and meaningfully contribute to team projects.

Competence in both oral and written English to communicate in a clear and concise manner.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and the community.

MINIMUM REQUIREMENTS: Bachelor's Degree required and relevant 1-3 years of experience. 8 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

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SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____