

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Project Assistant **SALARY GRADE:** HU-10
DATE REVISED: December 01, 2014 **EEO CODE:** 02
JOB CODE: 7020 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

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

BASIC FUNCTION: The purpose of this position is to provide support to the department staff. The incumbent serves as a liaison between department 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 including 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 the coordination of the seminars, workshops,

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travel arrangements, special projects, and/or events; may coordinate project development planning.

Assists in coordinating administrative support functions for 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.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management

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