**Program Assistant P7 Standard Job Description**

**Classification Title:** Program Assistant P7

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 7

**Job Description Summary:**

The Program Assistant, under general supervision, provides standard program support.

**Essential Duties/Tasks:**

**40% Program Coordination and Administration**

* Assists in the coordination of assigned program.
* Assists with committee meetings and materials.
* Tracks and monitors program budget.
* Researches and recommends changes to existing programs.
* Assists with proposal development.
* Purchases program materials.
* Prepares program correspondence.
* Assists in coordinating logistics and travel for program seminars, workshops, orientations, and other special events.
* Creates, establishes, and maintains program files, databases, correspondence, and program materials.
* Serves as a first point of contact for program information and coordinates responses to requests for program information.

**20% Budget and Resource Management**

* Monitors and tracks the program budget.
* Coordinates purchasing and allocation of program materials.
* Assists in the development of proposals for program funding and support.

**10% Event Coordination and Logistics**

* Coordinates logistics and travel for program seminars, workshops, orientations, and other special events.
* Ensures timely and effective communication regarding event schedules and requirements.

**10% Program Communication and Support**

* Prepares and manages program correspondence.
* Assists in the creation and distribution of program materials.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor's degree or equivalent combination of education and experience.

**Required Experience:**

* No prior experience required.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Verbal and written communication skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**