Job Description

Position Title	Program Assistant, Academic Performance
Department	Office of Academic Performance
Reporting To	Director / Assistant Director of Academic Performance
Date	April 2017
Type of Position	Full Time

POSITION DESCRIPTION

The Program Assistant, Academic Performance will assist with the day-to-day operations of the Office of Academic Performance by supporting the Director and Assistant Director with advising, data management, and program support.

DUTIES AND RESPONSIBILITIES

- ✓ Assisting with the day-to-day operations;
- ✓ Inputting advising data into various programs;
- ✓ Assisting in maintaining student data for specific populations (First Year, Academic Standing, etc.);
- ✓ Assisting with the development of advising materials;
- ✓ Assisting with the implementation of the First Year Experience (grading, attendance, field trips, etc.);
- ✓ Preparing data reports;
- ✓ Developing and publishing content for Office of Academic Performance's newsletters and blogs;
- ✓ Assisting in the hiring, training, and supervision of support staff relating to this position and its respective functions
- ✓ Other duties as assigned.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Bachelors Degree required ✓ Bachelors in Psychology or Higher Education preferred
Required Experience	✓ 6 months experience working in an office setting

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	English language (writing, reading, speaking, and listening)	High
2.	MS Office (Excel, PowerPoint, Word)	High
3.	Typing / Data Entry	High
4.	Photoshop / Illustrator	Medium
5.	Prepare/Interpret Data Reports	Medium
6.	Research	Medium