



Job Description

Position Title	Program Assistant, Center for Pedagogical Excellence (CPE)
Department	Center for Pedagogical Excellence
Reporting To	Director, CPE
Date	July 2017
Type of Position	Full Time

POSITION DESCRIPTION

The Program Assistant will assist with the day-to-day operations of the Center for Pedagogical Excellence by supporting the Director with programmatic support, data management, and scheduling.

DUTIES AND RESPONSIBILITIES

- ✓ Assisting with the day-to-day operations;
- ✓ Managing CPE calendar and scheduling of CPE spaces;
- ✓ Assisting in maintaining data about faculty credentials and training;
- ✓ Assisting with the development of training materials;
- ✓ Developing and publishing content for CPE newsletters and blogs;
- ✓ Preparing data reports;
- ✓ Other duties as assigned.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Bachelor's Degree required
Required Experience	✓ 6 months experience working in an office setting ✓ Experience in academic administration preferred

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	MS Office Suite	High
2.	Project management experience	Medium
3.	Research skills	Medium
4.	Comfort in academic climate	Medium
5.	Desktop publishing	Low

Revision Date		Version	
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