Job Title: Project Assistant

Job Code: 61774

**JOB SUMMARY**

The Project Assistant is responsible for coordinating all daily functions and providing professional level assistance to the appropriate organization and to prepare, maintain and update information in relation to program/operational area.

**MAJOR DUTIES**

- Provides professional level assistance to organization to prepare, maintain and update information;
- Prepares invoices and maintains financial records;
- Serves as liaison for bringing appropriate personnel and resources together for resolution of program/operational issues;
- Prepares and coordinates special events;
- Manages the production of publications, fliers, and other conference or informational project materials and assists with the publication of newsletters;
- Ensures supplies are available to support activities and coordinates equipment installation or repairs;
- Provides administrative support such as answering telephone; coordinating itinerary and calendar; preparing various documents using Microsoft Office Suite;
- Monitor budget revenue and expenses and prepares reports;
- Prepares various reports and distributes to appropriate personnel.

**COMPETENCIES**

- Knowledge and practical application of basic accounting principles and student information system
- Knowledgeable of modern office practices and procedures
- Ability to prioritize
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill and ability to perform complex and varied duties
- Skill in interpersonal relationships and in dealing with the public
- Oral and written communication skills

**MINIMUM QUALIFICATIONS**

- High school degree or equivalent *and* Two (2) years of work related experience

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.