



Work-Study Job Description Form

Job Title (not abbreviated):	Program Assistant (PA) for the Vice President (VP) of Academic Affairs
Department:	Academic Affairs
Reports To:	Nancy Daniel
Supervision:	
Date Created/Revised:	October 12, 2016
Incumbent:	

General Description:

The PA supports the VP of Academic Affairs with various office and technical tasks as needed and ensures full sensitivity and responsiveness to the needs of UCB students.

Specific Duties:

- Primary Departmental Duties:
 - Help manage daily aspects of the Academic Affairs Office;
 - Assist students in completing various forms and applications.
 - Help to send information letters, document tracking, and follow up with students to ensure file completion.
 - Create folders and labels.
 - Assist with technology needs of students.

- Administrative and Organizational Duties:
 - Assist with the preparation of files for audits or accreditation reports.
 - Participate in organizational events such as orientation, registration, and graduation, as appropriate and as requested.

Requirements:

Education / Training:

- High School Diploma
- Previous office experience in a higher education setting preferred but not required.
- Technology expertise.