

# Program Assistant

**Exempt (Pay Grade 8: \$35,076 - \$51,900)**

**Minimum Education/Experience**

- Bachelor's degree in relevant field
- 1 year relevant experience

| <b>Areas of Responsibility</b>            | <b>Complexity</b>  | <b>Impact of Decisions</b>   |
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| Scope of Work                             | <ul style="list-style-type: none"><li>• Participates in one or more activities within a program, ensuring that assigned work is carried out within defined parameters, and suggesting modifications to achieve intended results.</li><li>• Normally receives detailed directions on all assignments.</li></ul> | <ul style="list-style-type: none"><li>• Decisions moderately impact the progress and quality of assigned activities.</li></ul>                   |
| Budget/Financial accountability           | <ul style="list-style-type: none"><li>• N/A</li></ul>  |  |
| Institutional resources and relationships | <ul style="list-style-type: none"><li>• Responds to or refers questions to appropriate spokesperson.</li></ul>   | <ul style="list-style-type: none"><li>• Decisions minimally impact the program's image and relationship to clients and funding agents.</li></ul> |
| Staff leadership                          | <ul style="list-style-type: none"><li>• Participates in a team of exempt and non-exempt staff.</li><li>• Provides mentoring and coaching for appropriate staff to ensure the successful completion of assigned tasks.</li></ul>  | <ul style="list-style-type: none"><li>• Decisions moderately impact the quality and productivity of the workplace.</li></ul>                     |