Job Description

**Job Title:** Program Assistant 2

**Department:** MED – Center for Global Health

**Job ID:** 33033

**Percent Full Time:** 100

**Location:** Chicago Campus

**Grade:** NEX 10

**Job Summary:**

The Program Assistant 2 provides a variety of clerical & administrative support which may include drafting & typing letters, reports, charts, graphs, etc. using word processing, spreadsheet, database, &/or presentation software; basic bookkeeping; screening calls & visitors; preparing agendas & making arrangements including travel, etc. for meetings & special events; &/or managing supervisor's &/or dept calendar.

The Center for Global Health, within the Institute for Public Health and Medicine, promotes health equity issues on Northwestern University campuses and build upon the knowledge base in the field of global health through translational research and interdisciplinary education initiatives in both the US and globally.

**Please Note:** This position requires the ability to be flexible with hours for after-hours events.

**Specific Responsibilities:**

**Documents & Databases**

- Enters information into spreadsheets &/or databases.
- Compiles routine reports, statistics, tables, charts, etc. from readily available information.

**Website**

- Coordinates content maintenance of websites &/or blogs.

**Accounting**

- Processes accounts payables &/or receivables.
- Verifies income &/or expense.
- Resolves discrepancies & over/under budget problems.
- Enters, tracks, & maintains documentation & logs of financial transactions.
- Ensures that charges have posted to appropriate accounts.
- Assists with reconciliation of accounts.
- Reviews budget statements.
- Investigates & resolves discrepancies.
- Prepares budget reports & spreadsheets.
- Completes routine payroll actions.
**Human Resources**

- Processes a limited variety of routine HR transactions.
- Provides information on HR policies & procedures.

**Coordination**

- Coordinates supervisor's &/or dept calendar.
- Coordinates registration & travel.
- Coordinates events which may include scheduling rooms &/or guest speaker & arranging for routine materials, technology & refreshments.

**Contacts**

- Provides information via phone, e-mail, mail, etc.
- Represents supervisor in routine/standard situations with various levels of personnel both internally & externally.

**Student Services**

- Guides students through admissions process.
- Interprets existing policies & procedures; etc.

**Performs other duties as assigned.**

**Minimum Qualifications:**

- A high school diploma or its equivalent required.
- 2 years of administrative support or other relevant experience is required.

**Minimum Competencies: (Skills, knowledge, and abilities.)**

- Ability to prepare documents and emails for events, meetings and trainings.
- Ability to respond to inquiries about educational programs.

**Preferred Qualifications: (Education and experience)**

- Experience working with study abroad programs and/or global health grant funded work.
- Experience organizing special events.

**Preferred Competencies: (Skills, knowledge, and abilities)**

- Foreign Language Proficiency.

*As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.*
Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.