Job Description

**Job Title:** Program Assistant 3  
**Department:** Buehler Center for Health Economics and Policy

**Job ID:** 35367  
**Percent Full Time:** 100

**Location:** Chicago Campus  
**Grade:** NEX 11

**Job Summary:**

Coordinates administrative processes and prioritizes, directs, and responds to business matters involving administrative functions associated with education, research, and/or operations. Creates and maintains associated documents, spreadsheets, databases, meetings, special events, etc. and alerts supervisor of critical issues and upcoming events.

**Specific Responsibilities:**

**Documents & Databases**

- Independently responds to and composes correspondence.
- Creates and maintains standard spreadsheets and/or databases.
- Prepares queries, reports, statistics, tables, charts, etc. based on information compiled from various sources.

**Accounting**

- Approves appropriate expenses, purchases and reimbursements per budget.
- Creates and maintains financial records.
- Prepares forms.
- Verifies appropriateness and accuracy of charges.
- Processes and reconciles expenses, accounting transfers, and/or appropriation changes.
- Updates financial transaction spreadsheets and databases.
- Generates summary reports and statistics.

**Coordination**

- Manages supervisor's and/or dept calendar.
- Manages registration and travel.
- Organizes and coordinates events which may include creating timelines.
- Collects agenda items and background materials.
- Coordinates complex itineraries involving domestic and/or international travel, etc.
- Verifies invoices and expense reports; and/or reconciles to budget.
Contacts

- Screens and prioritizes incoming calls.
- Responds to inquiries.
- Provides basic interpretation of policies and procedures.
- Researches information to resolve problems or issues.
- Performs other duties as assigned.

Minimum Qualifications:

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

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

- Intermediate knowledge of word processing, spreadsheet, email, and database software programs is required.

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