



POSITION DESCRIPTION

1. General Information

Position title	Project Assistant
Status	Non-Exempt, 37.5 Hours
Reports to (title)	Diversity Senior Manager and Higher Education Manager
Department	Education Office
Date	September 18, 2018

2. Primary Function

Provides program and meeting support for several internally and externally-funded education programs and for work with APS Committees. The position requires extensive use of computer skills in Microsoft Word and Excel, Personify, and web browsers.

3. Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	Develops, maintains, and tracks applicants, participants and APS volunteers using APS online awards system, Excel databases, Personify, and Google forms. Uses Personify to verify applicant membership status. Uses Excel database to generate reports, forms, letters, and tables and track participant assignments. Works with Office Manager/Data Analyst to request evaluation data from participants. Develops reports using data as needed by program staff.	20%
1	Prepares application materials and updates (with approval) and executes publicity plan for award programs, including use of social media. Prepares review packets of award applications and sends to review committees. Prepares award packets with approval by supervisor(s).	20%
1	Ensures regular communication with externally and internally funded program participants, APS volunteers, committee members, program and award applicants and awardees via email, letter, fax, and telephone using draft computer files and general instructions. Generates drafts for correspondence for approval by supervisor(s).	20%
2	Prepares, reviews, and tracks expense forms (vouchers, bills, etc.) with appropriate coding for approval by supervisor(s).	15%
1	Monitors Schoology online courses for program participants; tracks participation and sends reminders to participants.	10%
1	Assists in the preparation of grant reports and proposals.	5%
2	Prepares meeting packing lists for approval by supervisor(s). Packs and ships exhibit materials.	5%
2	Copyedits and proofreads draft materials in preparation for publication on web and/or in print.	5%



Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
NONE			

Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system)	Minimum Proficiency	
		High school		MS Office (Word, Excel, Outlook)	C
		Prof/technical		Database skills (e.g., Access, Personify)	B
		College courses		Social media	B
	x	Bachelor's degree	Business or education preferred	Web Browser	C
		Master's degree		PowerPoint	B
	x	Other	2-4 years office experience	Written and oral communication skills	B
			Web conferencing (e.g., Skype for business)	B	

Decisions	Give two or three examples of decisions you make or actions you may take without prior approval.	Execute publicity plans for program. Pull previous routine correspondence and mark with initial edits for upcoming mailings and award notifications.
		Give two or three examples of decisions you refer to a higher authority.

Guidelines	Indicate any special policies, formal procedures, or precedents that guide your work.	APS expense guidelines and guidelines of funding agencies for externally funded projects. APS guidelines for internally funded projects.
		Indicate the work that requires you to apply the greatest amount of judgment.

Challenges	Briefly describe the most difficult problems you encounter and complex tasks you perform in your work.	Meeting many overlapping deadlines on multiple projects, including application processing and meeting materials preparation, award notifications and processing paperwork. Keeping up with the continuing expansion of technology use in APS Education programs. Adapting to the changing demands of the program; since the programs must evolve and improve, the program activities do not remain static.
		Briefly describe the work which provides the greatest opportunity to use new or different methods or innovative approaches.



APS Internal and External Relationships	Position	Department/Organization	Purpose
	Program participants	External	Exchange information
	APS volunteers	External	Exchange information
	Committee members	External	Exchange information
	Printers	External	Printing of materials
	Mail room	Internal	Mailings
	Sales reps/vendors	External	Order materials
	APS Executive Office	Internal	Coordination of annual meeting sessions and committee meetings

Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows</p> <ul style="list-style-type: none"> • Occasionally requires lifting materials of approximately 20 lbs. • Often requires computer responsibility which involves extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> • Dayshift hours primarily • Travel and other work related assignments on weekends are possible.