**Job Summary:**
Under general direction, the Program Assistant coordinates administrative support for academic programs in The Center for Talent Development, including recruiting, admissions, database and web content management, program logistics, accounting finance, meetings and special programs.

**Principle accountabilities:**
1. Become familiar with the Northwestern University Evanston campus and various buildings used by the Summer Program.
2. Effectively communicate with Coordinators, Instructors, and other Runners in order to efficiently and effectively complete tasks.
3. Assist with moving and organizing Summer Program offices.
5. Assist in Opening and Closing Days in any capacity needed.
6. Have working knowledge of copiers, fax machines, multi-line phones, and various software.
7. Answering calls and greeting visitors to the Center.
8. Processing applications in accordance with program guidelines, including database entry.
9. Maintaining files and records in keeping with CTD policies and practices, including applications, financial aid forms, and school records, such as grades and teacher evaluations.
10. Working directly with teachers to coordinate the provision of instructional resources, including facilities, books, lab supplies, computers, and other materials.
11. Working with directly with outside vendors to manage program accounts.
12. Interacting directly with CTD business administrator on behalf of the program on account issues;
13. Running reports from the database, such as enrollment or staffing reports.
14. Supporting the planning and implementation of meetings and special events, including mailings invitations, facilities, hospitality and set-up.
15. Performing other related duties as required or assigned.

**Minimum Qualifications:**
A bachelor’s degree or the equivalent combination of education, training and experience from which comparable skills can be acquired. Demonstrated ability to work on multiple projects simultaneously. Demonstrated collegiality, customer focus, and initiative. Demonstrates a receptive attitude to feedback, willingness to learn, and embraces continuous improvement. The ability to be helpful, respectful, approachable, and team oriented to build strong working relationships and a positive work environment. Familiarity with multiple computer applications including MS Word, PowerPoint, Excel, Access, email, web browsers, and PeopleSoft. Excellent written and verbal communication skills. Previous experience monitoring customer satisfaction and providing suggestions to improve quality and value to the customer. Possession of basic data entry skills. Demonstrated ability to perform duties and responsibilities with attention to detail and support for organizational policies, as well as the ability to anticipate demands/pressures of assignments and adjust accordingly. The ability to prioritize, plan, organize, and schedule in an efficient and productive manner with attention to detail.

**Employment Dates:**
Orientation dates TBD.
Start Date: April/May 2008
Northwestern University, Evanston, IL
Session 1: June 29-July 18, 2008
Session 2: July 20-August 8, 2008

**Salary:**
Dependent upon experience.