

**ISSUED:** 6/93  
&7/92

<b>TITLE:</b> <u>Program/Project Assistant I</u>	<b>SALARY</b>	<b>CLASS</b>
	<b>SCHEDULE:</b> <u>B</u>	<b>CODE:</b> <u>PE319</u>
<b>UNION:</b> <u>P&amp;A - Local 1979, U.A.W.</u>	<b>SALARY</b>	<b>EEO</b>
	<b>GRADE:</b> <u>9</u>	<b>CODE:</b> <u>30</u>
	<b>FLSA:</b> <u>Exempt</u>	<b>E-CLASS:</b> <u>PE</u>

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**POSITION PURPOSE**

Participate and assist in the development, implementation and maintenance of programs and/or projects for a School, College and/or Center/Institute at the University. May provide some specialized knowledge of data compilation, synthesis and analysis for purpose of service, directed research and study for a specific program and/or project area.

**ESSENTIAL JOB FUNCTIONS**

- Participate in specific program and/or project research or service methodologies and initiatives; conduct procedural data collection techniques which may include gathering information through a structured interview format. Interface with program/project staff and participants to assess and determine goals, objectives and needs; recommend procedural changes to support operational activities as needed.
- Evaluate and access program needs; develop and implement actions to facilitate program activities. Compile data for report preparation; prepare activity reports and summaries; update as necessary.
- Participate in database management activities. Coordinate data entry activities; monitor input of data; verify accuracy to ensure information is reliable for report generation, synthesis and analysis.
- May provide functional supervision to subordinate volunteer and student support personnel. Train in appropriate methods and techniques. Develop training materials; conduct training sessions and individual or group presentations. Monitor subordinate personnel; review activity logs and reports.
- Serve as liaison to various outside agencies, organizations, vendors, study groups or individuals and University personnel. May conduct on-site visits and interview sessions to establish relationship and accessibility to specific study groups and individuals.
- Keep abreast of developments in research methodologies and techniques and integrate such in operational activity or activities of assigned area. Resolve problems, answer questions and direct non-standard inquiries to appropriate personnel.

- Prepare written correspondence, memorandum, reports and informational pieces on program activities. Coordinate and arrange program meetings, presentations, activities and services.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This entry level classification is designed to provide staff support assisting in the compilation, synthesis and analysis of data for a directed area of research and study or service in for a specific program and/or project for an assigned area. Work activities demand some specialized knowledge of a specific discipline (e.g. psychology, child care development, teacher education, etc.) or the operational activity of an assigned area. Functional supervision may be exercised over a number of full-time, volunteer and student support personnel. The incumbent should communicate effectively with others and possess strong analytic and problem solving abilities. This classification is generally assigned to a School, College and/or Center/Institute at the University in which the primary focus is research or service. This classification reports to and receives work direction from a research professional or management level position.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university or an equivalent combination of education and/or experience.
- Strong analytical and problem solving skills.
- Ability to communicate effectively with others.
- Some knowledge and experience of structured interviewing techniques preferred.
- Ability to interact with various socio-economic groups.
- Some knowledge of a specific discipline or the operational activities of an assigned area, e.g. psychology, computing technology, child development, teacher education, etc.
- Strong written and/or oral communication skills.
- Some supervisory experience preferred.
- Typically, incumbents have had experience working on service or research projects as a student intern or volunteer.