

# Job Profile

<b>Job Profile Name:</b>	Program Assistant
<b>Job Code:</b>	CADC-00010
<b>Employee Group:</b>	AMUSE Casual

## Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of high complexity and the incumbent performs them using general instruction.

## Typical Functions:

1. Organizes all aspects of the program including multiple events.
2. Conceives of series theme for a year; drafting and circulating concept notes.
3. Collaborates on program communications, posters, and publicity; updates web content and readings for each seminar; compiles program materials.
4. Coordinates panelists, moderators, and event reporters.
5. Collaborates with Centre Program Coordinator on all program and event logistics and handling event-day organization and logistics; arranging audio-visual support.
6. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

## Minimum Education, Certification and Experience:

- High School Diploma with two years of relevant experience in the field of work