

Program Assistant

Essential Functions

35%: In consultation with project administrators, workshop and conference planning and organization including logistics, participant tracking, meeting space reservations, travel reservations (flights, hotels, rental cars, etc.), catering coordination, organizing various social functions, workshop budget tracking, and reimbursement paperwork/processing.

30%: Organizing, scheduling and attending meetings (when appropriate) including procurement/setup up refreshments, taking minutes, and documenting minutes for distribution.

20%: Maintaining professional and efficient day-to-day office operations including procurement of office supplies and running errands.

10%: Providing assistance to the Project PIs, Project Manager, and iDigBio staff on relevant tasks related to iDigBio.

5%: Perform other relevant tasks as requested by project leadership and administration.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Preferred Qualifications

Formal training and/or experience necessary to organize and manage resources for the successful completion of project goals and objectives. Familiarity with information technology projects, website development, workshop organization and use of biological collections in research and education is beneficial.