

Program Associate

Posting Details

I. JOB OVERVIEW

Job Description Summary:

Founded in 1824, the **GW School of Medicine and Health Sciences (SMHS)** is the 11th oldest medical school in the country and the first in the nation's capital. Since its establishment, the school has been at the forefront of medical education, and has grown to include highly-ranked programs in the health and biomedical sciences. With dozens of top-tier residency programs, SMHS is a competitive and esteemed destination for medical school graduates across the country. Find out more here: <http://smhs.gwu.edu/>

The **Office of the Associate Dean for Research Workforce Development** is responsible for the research advancement and professional development of faculty, the Institute for Biomedical Sciences PhD programs, clinician investigators and others at the School of Medicine & Health Sciences. The Office provides service and support in the formation of research networks, access to research facilities, research skill development, mentor and leadership development, and research grant finding and grant writing. The purpose of this position is to provide general administrative support to and on behalf of an academic program or initiative.

This role will serve as a point of contact for the program, will answer typical program questions, and will assist the program staff with a variety of functional and administrative support. Support could include answering routine and complex inquiries, updating websites and list-servs, planning and executing events, scheduling rooms, ordering equipment, processing payments, data entry, preparing reports, and similar duties. The Program Associate provides support for the day-to-day administrative and logistical operations and serves as a valuable resource to our faculty, students, and senior leadership.

PROGRAM SUPPORT and CUSTOMER SERVICE

- Prepares and processes application data, course evaluations, expense reports, registration forms, certification forms, meeting minutes and other documentation related to program management.
- Tracks and documents required degree components in database and student records [lab rotations, qualifying exams, dissertation committee meetings].
- Assists with program activities and events.

DATA MANAGEMENT

- Prepares reports related to admissions, enrollment, student data, and program outcomes for senior leadership.
- Tracks and document current student and alumni accomplishments.
- Tracks use of research training software.
- Assists with virtual organizer development.

MEETING and EVENT SUPPORT

- Assists with registration, schedule planning and room reservations for classes and meetings.
- Contributes to planning and execution of recurrent and occasional program-related events [orientation, admission interviews, career day, research days].
- Schedules meetings and provide support including event set-up and break down for meetings.
- Makes travel and conference arrangements.

Performs other work-related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

Minimum Qualifications:

Qualified candidates will hold a Bachelor's degree in an appropriate area of

specialization. Degree must be conferred by the start date of the position. Degree requirements may be substituted with an equivalent combination of education, training and experience.

Additional Required Licenses/Certifications/Posting Specific Minimum Qualifications:

Preferred Qualifications:

- Experience with event support.
- Strong communication, organizational, interpersonal and problem-solving skills.
- Ability to provide timely and responsive customer service to a wide range of constituencies in a diverse academic community.
- Ability to work independently, meet tight deadlines, and balance multiple projects at once, as well as document and optimize standard operating procedures.
- Experience collaborating with faculty and students highly preferred.
- Excellent customer service using discretion and tact.
- Proficiency in Excel and survey tools with superior attention to detail is desired.

Hiring Range \$51,455.52 - \$70,708.76 [How is pay for new employees determined at GW?](#)

II. JOB DETAILS

Campus Location:	Foggy Bottom, Washington, D.C.
College/School/Department:	School of Medicine and Health Sciences (SMHS)
Family	Academic Affairs
Sub-Family	Program Administration
Stream	Individual Contributor
Level	Level 1
Full-Time/Part-Time:	Full-Time
Hours Per Week:	40
Work Schedule:	Monday through Friday, 8:30am-5:00pm
Will this job require the employee to work on site?	Yes
Employee Onsite Status	Hybrid
Telework:	Yes
Required Background Check:	Criminal History Screening, Education/Degree/Certifications Verification, Social Security Number Trace, and Sex Offender Registry Search
Special Instructions to Applicants:	Employer will not sponsor for employment Visa status
Internal Applicants Only?	No
Posting Number:	S013068
Job Open Date:	06/03/2024
Job Close Date:	

If temporary, grant funded or limited term appointment, position funded until:

Background Screening

Successful Completion of a Background Screening will be required as a condition of hire.

EEO Statement:

The university is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Are you currently employed with The George Washington University?
 - No
 - Yes

2. * For current GW employees, have you completed your Introductory Employment Period (IEP)? (As a reminder, employees in their IEP are not eligible to apply for other internal university staff and research positions until the IEP is complete.)
 - Yes, IEP complete
 - No, still in IEP
 - N/a - not a current GW employee

3. * What is your salary range expectation?
(Open Ended Question)

Documents needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents