

Job ID  
36648  
Location  
Evanston, Illinois

**Department:** SoC Communication Studies  
**Salary/Grade:** NEX/10

**Job Summary:**

The Program Assistant 2 provides a variety of clerical & administrative support which may include drafting & typing letters, reports, charts, graphs, etc. using word processing, spreadsheet, database, &/or presentation software; basic bookkeeping; screening calls & visitors; preparing agendas & making arrangements including travel, etc. for meetings & special events; &/or managing supervisor's &/or department calendar.

**Specific Responsibilities:**

Documents & Databases

- Proofs for spelling & grammar.
- Enters information into spreadsheets &/or databases.
- Compiles routine reports, statistics, tables, charts, etc. from readily available information.

Accounting

- Processes accounts payables &/or receivables.
- Verifies income &/or expense.
- Resolves discrepancies & over/under budget problems.
- Enters, tracks, & maintains documentation & logs of financial transactions.
- Ensures that charges have posted to appropriate accounts.
- Assists with reconciliation of accounts.
- Reviews budget statements.
- Investigates & resolves discrepancies.
- Prepares budget reports & spreadsheets.

Coordination

- Coordinates supervisor's &/or department calendar.
- Coordinates registration & travel.
- Coordinates events which may include scheduling rooms &/or guest speaker & arranging for routine materials, technology & refreshments.

Contacts

- Provides information via phone, e-mail, mail, etc.
- Student Services
- Reviews student files/records for academic progress & referral.
- Interprets existing policies & procedures; etc.

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*Performs other duties as assigned.*

**Minimum Qualifications:**

- A high school diploma or equivalent required.
- 2 years of administrative support or other relevant experience required.

**Minimum Competencies: (Skills, knowledge, and abilities.)**

- Intermediate knowledge of word processing, spreadsheet, email, and database software programs is required.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.

## **Questions?**

*For consideration, current employees must submit an online application. For specific questions about this position, current employees may contact Eric Noll at [eric.noll@northwestern.edu](mailto:eric.noll@northwestern.edu). External candidates should be directed to apply via Northwestern's career site at [careers.northwestern.edu](http://careers.northwestern.edu)*