

Program Assistant  
Northern Illinois University

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Posted Jul. 30, 2021, set to expire Nov. 29, 2021

<b>Job Title</b>	Program Assistant
<b>Department</b>	College of Business
<b>Institution</b>	Northern Illinois University DeKalb, Illinois
<b>Date Posted</b>	Jul. 30, 2021
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Student Services Administrative Support/Services
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<b>Job Description</b>	

The primary function of this position is to support for the Director of the COB Undergraduate Advising and Student Resources office.

This position resides under the Office of the Dean and as a result may be called upon during times of need/staff shortage to provide administrative coverage for other units under the Office of the Dean to perform similar duties listed for the Undergraduate Advising and Student Resources office.

This position is essential to the overall functioning of the Dean's office and to effective production of the Director of COB UG Advising and Student Resources. Work completed in this position impacts the entire College and in most instances the University as a whole. It is essential that work performance be of the highest quality, and that such work be highly accurate and accomplished in a timely fashion. Confidentiality of all aspects of this position must be strictly observed.



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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