



UNITED BOARD **Position Description**

Title: Program Assistant
Classification: Full time - Exempt
Office Location: New York
Reports to: Director of Digital Content and Programming
Revised Date: August 19, 2019

Responsibilities:

The Program Associate will report directly to the Director, Digital Content and Programming and will provide administrative support and have responsibility for coordinating digital content and related programming at the United Board.

Functions and Duties:

- Maintain a strong and open working relationship with the Director of Digital Content and Programming to facilitate communication and pursuit of common goals.
- Responsible for coordinating activities related to digital content and related programming at the United Board. This includes communicating via email with program participants; program budget and travel coordination; expense reporting; maintaining program files; and generating program-related reports (including statistical analysis).
- Maintain digital program grant updates in the grants management database.
- Prepare program-related documents for board or committee meetings, proposals to foundations, or other purposes, including writing, proofreading and editing.
- Other duties include general office duties such as answering phones, greeting visitors, processing office mail and faxes as needed.

Qualifications and Experience:

- Knowledge of the full MS office suite required to accomplish the responsibilities of the job;
- Experience with database management and data entry; experience with Salesforce, digital content management, UX/UI, and/or statistical software (STATA, SPSS, R, etc.) a plus;
- Excellent written and verbal communication skills with sensitivity to cultural differences;
- The ability to use sound judgment to determine and identify issues or problems that require supervisor's attention; and
- The ability to maintain constructive, collegial relationships with all colleagues.



- Candidate should be a college or university graduate with 2 -3 years of relevant experience; a background in educational technology, instructional design, or media and communications is a plus.
- Experience with Asian cultures and/or proficiency in an Asian language is a plus.

Characteristics:

The Program Assistant must be intellectually versatile, possessing or capable of acquiring a familiarity with diverse fields of relevance to the United Board's work. S/he must be able to move comfortably and respectfully across cultures and work effectively in a highly consultative manner both within the United Board organization and with diverse program and institutional partners.

The position will begin as soon as possible. Competitive salary and excellent benefits. Applications must be submitted electronically to khenderson@unitedboard.org and include a cover letter, resume, and contact information for three references. Applications will be accepted until the position is filled. This position is based in the United Board's New York office. All potential candidates must be authorized to work in the United States.

The United Board is an equal opportunity employer. It opposes discrimination because of race, color, age, sex, religion, national origin, sexual orientation, marital status, disability, citizenship, or any other protected characteristics established by law.

About the United Board:

The United Board is a nonprofit, nongovernmental organization committed to supporting education that develops the whole person – intellectually, spiritually, and ethically – within colleges and universities in Asia. The United Board has worked exclusively in Asia with a variety of higher education institutions for over 90 years. Our programs and grants support institutions to improve the quality of education. We sponsor professional training for faculty, administrators, and trustees, and foster linkages and networks among Asian institutions of higher education. Our current focus is on five program areas: leadership development for higher education; faculty development for enhanced teaching, learning, and research; campus-community partnerships; culture and religion in Asia; and special initiatives.

In recent years, we have worked with more than 80 institutions of higher education, from 15 countries and regions (including Japan, Cambodia, South Korea, Thailand, Vietnam, Taiwan, India, China, Indonesia, Hong Kong, Philippines, Myanmar, Sri Lanka, Macau, and Timor-Leste), providing scholarships, fellowships, training, professional development, project grants, and general support to promote whole person education in Asia. Our offices are in both Hong Kong and New York.

For more, please visit www.unitedboard.org.