

CIDP GA Program Assistant Job Description

Alumni Connections / Marketing

Gather stories from Alumni for CID web

Help with window display and hallway bulletin boards

Social Media management

Program Design and Assessment

Research support

Office Responsibilities

Work at the front desk

Answer phone calls

Answering people's questions and requests as they visit the CIDP Office

As assigned

Check to see if there is anything urgent

Expected Hours

Up to 20 hrs/week as needed

Your Responsibilities

Give reports of what you have accomplished each day you have worked.

Communicate with Program Director and Admin Assistant when you can't make it in for work.