McMaster University

Job Description for Temporary, Casual or Interim Positions

Job Title	Program Support Assistant		
Interim Job Code	INT022	Pay Grid	Temporary
Student Work Program Job Code	WPS022	Pay Grade	Level 1

Job Summary

Under close supervision, performs a variety of routine clerical duties and administrative tasks to support the refinement and development of the program.

Accountabilities

1. Provide various administrative support functions to the department.
2. Compile and synthesize program related data.
3. Update content on various communication platforms.
4. Conduct directed research to update and improve upon various aspects of the program.

Qualifications

Education: High school diploma or equivalent.

Experience: 6 months of related experience.

Working Conditions

- Typical office environment.
- Work is completed under close supervision and assistance is immediately available.

Date Revised: February 14, 2018