



**Program Assistant  
Supplemental Questions**

1. Please list any degree(s) you have earned. Include the name of the institution that granted the degree(s), the date you completed the degree, the major(s), and any minor(s). If you do not have a college degree, please describe the highest level of education you have completed and describe any post-high school education and training that is relevant to this position.

**Do not write "see resume" or "see application"**

2. How many years of job experience do you have in any of the following areas program coordination, project management, contract management, public sector service delivery, communications or a closely related field? (Preference given for experience in solid waste management and environmental fields.)

*Please note:* if you have worked part-time, you must adjust the experience you are reporting accordingly. For example, if you worked 20 hours per week it would take two years to reach one year of full-time equivalent experience. Include the name of the employer, your job title(s), and your specific role for each experience. If you do not have this type of experience, type "n/a". **Do not write "see resume" or "see application".**

3. Please describe your job experience related to supporting a team by performing administrative tasks. Be specific regarding the purpose and size of the team, your role on the team, and the types of tasks you performed. If applicable, please also describe your experience taking direction from others besides your immediate supervisor and/or giving direction to others. Include the name of the employer, your job title(s), and your specific role for each experience. If you do not have this type of experience, type "n/a". **Do not write "see resume" or "see application."**

4. Please detail your experience working in a fast-paced environment with many ongoing activities and priorities. How do you stay organized and on-task? How do you handle competing priorities to ensure deadlines are met? Include the name of the employer, your job title(s), and your specific role for each experience. If you do not have this type of experience, type "n/a". **Do not write "see resume" or "see application."**

5. Please explain your experience with creating, updating, or managing materials (e.g. documents, presentations, etc.) for use by others where a deadline was involved. Be specific regarding the purpose of the project(s), the program(s) you used, and the amount of direction or oversight that was given to you to create a final product. Include the name of the employer, your job title(s), and your specific role for each experience. If you do not have this type of experience, type "n/a". **Do not write "see resume" or "see application".**