

Frequently Asked Questions

Program Assistants at Congress on Healthcare Leadership

The American College of Healthcare Executives is offering an opportunity for Student Associate members enrolled in an undergraduate or graduate health administration program to attend the 2023 Congress on Healthcare Leadership at no cost, working as a Program Assistant. Congress will be held on March 20–23, 2023, in Chicago.

If you have any questions, please do not hesitate to contact us at ProgramAssistants@ache.org.

When and where is Congress being held?

The Congress on Healthcare Leadership is being held at the Hyatt Regency Chicago, Swissôtel Chicago and Fairmont Chicago, March 20–23, 2023. Program Assistant shifts will be offered for March 19-22, 2023.

What is a Program Assistant?

Program Assistants are ACHE Student Associates who work no less than six (6) hours during ACHE's Congress, helping with seminars, receptions and luncheons; checking name badges; and providing assistance to Congress attendees. In exchange for their volunteer service, Program Assistants receive a complimentary registration to attend Congress.

Who can apply to be a Program Assistant?

Program Assistants must be current Student Associate members in good standing at the time Congress is held in March 2023. Learn how to become [an ACHE Student Associate](#). Program Assistants must also be current students, i.e., they cannot have recently graduated in December 2022.

What are some benefits of working as a Program Assistant?

This is a great opportunity for Student Associates interested in attending Congress to meet other Student Associates, network with healthcare leaders across the care continuum and receive all the benefits associated with a basic Congress student registration. The basic Congress student registration includes educational sessions, networking with healthcare professionals and peers, and access to career development services such as Career Advising Service, Resume Review/Critique Service and a Job Interviewing Skills session that will be presented on the Ignite Stage in the Solutions Center. Program Assistants may take advantage of these benefits during the time when they are not fulfilling their assigned Program Assistant duties.

What hours are Program Assistants obligated to work?

Program Assistants are required to attend one orientation session and commit to no less than six (6) of work at Congress. The specific work schedules are determined later in the process. Program Assistant shifts will be offered for March 19-22, 2023.

Is there a required orientation session?

Program Assistants are required to attend one orientation session; three will be virtual and one will be on-site. Registration for the orientation session will be part of the process when you select the hours you want to work. The dates for the orientation sessions are TBA.

When are applications accepted?

The application will open from November 1 through December 5. Applicants will be notified of their selection status via email by close of business on Monday, December 19, 2022.

When do I sign up for my volunteer shifts?

After you are accepted as a Program Assistant on or before December 19, you will receive an email with information about how to sign up for your orientation session and volunteer shifts. You must sign up for no less than six (6) hours. The shift scheduler will open no later than January 18.

When should Program Assistants register for Congress?

Students should **NOT** complete a paid Congress registration during the Program Assistant application process. Students who are selected to serve as Program Assistants receive a complimentary Congress registration. All applicants must be Student Associate members prior to applying for a Program Assistantship.

What is the cost of being a Program Assistant?

There is a \$275 deposit that is in lieu of the Congress registration, in addition to the cost of travel, accommodations and meals.

When will my deposit be reimbursed?

After you complete your volunteer hours, you will receive your \$275 deposit reimbursement about 6-8 weeks **AFTER** Congress concludes.

When should travel and hotel arrangements be made?

Program Assistants are responsible for the cost of their travel, accommodations and meals. To ensure the most affordable visit, travel arrangements should be made soon after confirmation of the Program Assistantship.

Chicago airports are O'Hare International, code ORD, and Chicago Midway, code MDW.

Hotel blocks at the discounted Congress rate fill up quickly. Students are advised to make hotel arrangements prior to learning of the Program Assistant application status. Students are responsible for canceling their hotel arrangements before the cancellation date to avoid any fees if they decide not to attend Congress.

To save on costs, many students choose to share alternative accommodations with other students in their program.