JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Sponsored Projects Education Specialist

Job Code: 7590

Salary Grade: S09

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Supports the project team in planning, organizing, communicating, and monitoring evidence-based services with project partners and ensure they are aligned with specified project outcomes. Utilizes project management, participant management, and the development of high-quality resources supporting their team's services.

- Designs, organizes, and delivers professional learning opportunities for sponsored program participants. Plays a key role in enhancing the skills, knowledge, and capabilities of the project stakeholders.
- Supports the sponsored project's adaptation of evidence-based practices through the systematic search, review, and synthesis of existing literature to inform project-based services.
- Engages in the creation, development, and implementation of effective professional learning materials and programs. Ensures that learning initiatives are well-structured, engaging, and aligned with the sponsored project's goals and objectives.
- Manages and facilitates effective communications within and outside the organization by ensuring that information flows efficiently and accurately while fostering collaboration.
- Measures and assesses the team's implementation of services, ensuring that project objectives are met and providing valuable insights to guide decision-making and improvement.
- Supports the planning and executing of the team's projects and initiatives.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's degree in education or a related field.

Experience:

Required: 60 months of K12 education experience, which includes classroom experience and 24 months in developing instructional products.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Active listening skills
- Ability to communicate verbally and in writing
- Ability to multitask and meet deadlines in a timely manner
- Ability to work with diverse groups in planning, developing, and evaluating products
- Teamwork and collaboration skills
- Proficient in Microsoft Office
- Knowledge of trends and developments in process innovation and project management.
- Skilled in facilitated grant-funded learning activities

Working Conditions

Physical:
Sit for prolonged periods. Communicate effectively and listen. Ability to engage in repetitive motion.

Environmental:
Standard office environment, including classrooms or professional learning venues. Required to travel to school sites and national

conferences which may require overnight trips.

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