JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Spon Projects Community Specialist

Job Code: 7593

Salary Grade: S08

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 that they are aligned with specified project outcomes. Oversees project management, participant management, and development of high-quality resources supporting their team's services.

- Delivers engaging community learning sessions, workshops, and seminars that fully address the instructional learning goals. Utilize various instructional methods and adult learning principles to cater to diverse learning styles.
- Utilizes instructional technology tools to support online and blended learning opportunities. Stays current with e-learning trends and best practices.
- Promotes community learning opportunities to community members, primarily parents and guardians of cohort students, and encourage participation. Use various communication channels to raise awareness and generate interest in the sponsored project's offerings.
- Performs 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.
- 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. Collects data from field services and participant feedback. Maintains comprehensive documentation of services, partner interactions, and evaluation processes and methodologies. Implements key performance indicators (KPIs) aligned to the team's sponsored research goals.
- Supports the planning and implementation 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, social work, counseling, or related field.

Experience:

Required: 48 months of experience in education, social work, or counseling.

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. Frquent exposure to pressue cuased by deadlines and busy periods. Required to travel to school sites and national conferences which may require overnight trips.

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