Program Specialist II (3437)

Basic Purpose/Job Function: Responsible for the design, delivery and evaluation of courses, conferences and programs

Examples of Titles Replaced: Course Moderator, Program Development Specialist, Senior Program Development Specialist

Typical Functions May Include:

1. Conducting needs analyses of client groups or target audiences
2. Planning and overseeing special projects
3. Developing format, course design, program content and instructional and support materials to meet course objectives
4. Selecting instructors, consultants and/or faculty to deliver services
5. Developing promotional materials and marketing strategies
6. Developing and administering budgets for assigned projects, courses, conferences and programs
7. Developing proposals, negotiating and administering grants and contracts
8. Interfacing with university departments, funding sources, outside organizations and state/government agencies.
9. Coordinating administrative functions such as personnel, operational matters and other services
10. Performing related duties as assigned

Risk Management: Uses established safety practices to protect health and safety of personnel and property.

Supervision of Others: Supervises professional, support staff and external resource personnel.

Supervision Received: Receives general supervision

Minimum Qualifications:

- **Education**: Bachelors Degree  **Type**: To be determined by department
- **Experience**: 18 - 36 months  **Type**: To be determined by department to include supervising
- **Skills**: Knowledge of adult learning principles; demonstrated oral and written communication skills; ability to apply organizational and human resource development principles; computer and research skills
- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; requires contact with other departments and university officials
- **Licenses**: To be determined by nature of job and/or department
- **Certifications**: To be determined by nature of job and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.