Program Specialist I (3436)

Basic Purpose/Job Function: Assisting with the coordination, preparation and delivery of courses, conferences or programs

Examples of Titles Replaced: Advanced Programs Field Coordinator; Coordinator, OMU Special Events; Coordinator, Registration and Records; Coordinator, Special Projects; Coordinator, Women’s Outreach Center; Course Development Specialist; Program Coordinator; Program Development Associate; Project Specialist

Typical Functions May Include:
1. Planning and/or monitoring logistics of courses, conferences and programs
2. Assisting with course design or program content and methodologies
3. Coordinating work of instructors, consultants and support personnel
4. Assisting in the development of instructional and support materials to meet established course objectives
5. Assisting in preparation of content and format for courses and conferences
6. Assisting with promotional materials development
7. Assisting with general market campaigns
8. Assisting in development and administration of budgets
9. May instruct or facilitate courses, conferences or programs
10. Performing related duties as assigned

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

Supervision of Others: Has no regularly assigned supervisory responsibility. May supervise support or other professional staff on specific projects

Supervision Received: Receives general supervision from a designated person

Minimum Qualifications:
- Education: Bachelors Degree
- Experience: 0 – 24 months
- 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; may require 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.