Job Title: Educational Program Specialist

BCAT Code: 09IX06  Effective Date: April 1, 2007
Pay Grade: G12  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Coordinates educational programs in the community, such as program activities and logistical arrangements.

Examples of Duties
- Identifies and recruits eligible participants.
- Determines program offerings; sets fees; hires instructors; and publicizes the program.
- Provides classroom training to program participants.
- Conducts seminars and workshops for program participants.
- Provides individual and group counseling for program participants.
- Conducts assessments of the program effectiveness.
- Coordinates job placement activities for program graduates.
- Writes newsletters about program activities and related events.
- Serves as liaison between the University and the community.
- Assists in writing proposals to obtain funding.
- Conducts research relating to the program objectives.
- Maintains program files.
- Prepares reports on the program, such as student progress, etc.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of assessment techniques.
- Knowledge of the community and available resources.
- Effective oral and written communication skills.
- Effective counseling skills.
- Ability to develop and conduct training workshops.
- Ability to work with diverse populations.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.