Job Title: Educational Program Specialist, Senior

BCAT Code: 09IU01
Pay Grade: G14
Effective Date: April 1, 2007

Job Description
Coordinates, advises, counsels and directs students on educational programs in the community, a department, office, college or division, such as organizing program activities and logistical arrangements in routine and complex settings.

Job Duties/Responsibilities
- Develops, plans, and implements educational programs.
- Identifies, liaises, interacts, and influences stakeholders in the educational programs.
- Manages the classroom and seminar activities for educational programs.
- Provides technical support for the use of learning technologies.
- Assists in maintaining an inventory of consumables and resources.
- Maintains the inventory of ITC-owned and operated equipment.
- Oversees the effectiveness of educational programs.
- Maintains web based information services on educational programs.
- Prepares reports and maintains educational program files.
- Manages the supplies and materials for educational programs and activities.
- Trains students, faculty, and staff in the use of classroom instructional technologies.
- Provides information to customers and stakeholders on the educational programs.
- Monitors and maintains the educational programs budget.
- Manages the financial affairs of study abroad programs.
- Assumes the role of the Fulbright Scholarship liaison for the entire University, such as attending annual workshops in the US, meeting with students to advise them of application procedures.
- May assist in the selection of faculty for course instruction, making curriculum suggestions.
- Maintains records of all courses taught, authorizes currently enrolled students to register for courses each semester.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of computer software, such as spreadsheets, computer graphics, word processing, databases, web design and maintenance.
- Knowledge and experience in educational programs, or work experience in an educational setting, educational program implementation and design.
- Effective time management, customer service, and organizational skills.
- Ability to multi-task and pay attention to detail.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards
Bachelor’s degree and two years 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.