Job Title:  Program Planning and Analysis Specialist

BCAT Code: 09HX22  Effective Date: April 1, 2007
Pay Grade: G12  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Develops, coordinates, and plans conferences, courses, workshops, new program initiatives and other long-term and short-term projects.

Examples of Duties
- Supervises staff.
- Coordinates the daily activities associated with program planning.
- Plans the initial outline for various types of programs, conferences and workshops, such as educational, recruitment, internships, legal, etc.
- Ensures that all logistical arrangements are met for the program.
- Conducts meetings to provide staff with information on the program, conference and workshop schedules, goals, opportunities and accomplishments.
- Coordinates the marketing of programs.
- Develops the written program marketing materials.
- Establishes, maintains, and monitors the budget for individual programs.
- Evaluates the programs during and upon completion, ensuring quality control and adherence to established policies and procedures.
- Interviews, conducts reference checks, and recruits instructors for educational programs.
- Acts as liaison for the University when arranging program services with outside professionals, organizations, and businesses.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of program planning, development, and analysis.
- Knowledge of computer operations and various software packages.
- Knowledge of University policies and procedures.
- Effective time management and organizational skills.
- Ability to supervise and train lower level employees.
- Ability to communicate effectively in writing and orally.

Minimum GSU 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.