



**Job Specification**

**Job Title: Educational Program Specialist, Senior**  
**BCAT Code: 400X AN**  
**Pay Grade: G14**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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**Job Description**

Provides advanced level coordination for education program (s) and activity for designated constituencies in both routine and special projects.

**Job Duties/Responsibilities**

- Develops, plans, and implements education program(s).
- Identifies, liaises/interacts, and influences stakeholders in the education program (s).
- Manages the classroom and seminar activities for education program (s).
- Oversees the effectiveness of education program (s).
- Maintains web-based information service on education program (s).
- Prepares reports and maintains educational program (s) files.
- Manages supplies and materials for education program (s) and activities.
- Provides information to customers and stakeholders in education program (s).
- Monitors and maintains the education program (s) budget.
- Performs other related duties as assigned.

**Knowledge, Skills, and Abilities**

- Knowledge of computer software (spreadsheets, computer graphics, word-processors, databases, and web design/maintenance).
- Knowledge and experience with educational program (s) or working in an educational setting, and education program implementation and design,
- Ability to multi-task and pay attention to detail.
- Effective time management, customer service, and organizational skills.
- Ability to communicate effectively verbally and in writing.

**Minimum Hiring Standards**

Bachelor's degree and two years of related experience; or a combination of training and 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.*