



**Job Specification**

**Job Title: Educational Program Specialist**  
**BCAT Code: 400X AL**  
**Pay Grade: G12**

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

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**General Description**

Coordinates educational programs in the community including program activities and logistical arrangements.

**Examples of Duties**

- Identifies and recruits eligible participants.
- Determines program offerings, sets fees, hires instructors, and publicizes 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 program effectiveness.
- Coordinates job placement activity for program graduates.
- Writes newsletters relating to program activities and related items.
- Serves as a liaison between the university and the community.
- Assists in writing proposals to obtain funding.
- Conducts research relating to 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 surrounding 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 population.

**Minimum GSU Hiring Standards**

Bachelor's degree and one year of related experience; or a combination of education 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.*