



Job Specification

Job Title: Instructional Services Specialist
BCAT Code: 400X BC
Pay Grade: G14

Effective Date: February 1, 2007
Revision Date: March 1, 2006
FLSA Status: Exempt

General Description

Provides instruction, educational services, and consultation to faculty and staff.

Examples of Duties

- Instructs and consults with faculty and staff regarding career development and literacy education.
- Consults and promotes learning opportunities for various constituencies on campus.
- Builds links with other departments and units in order to integrate professional and career development opportunities.
- Coordinates and conducts seminars and workshops related to job specific skills.
- Teaches basic skills and GED preparation classes for Physical Plant.
- Provides support and instruction to faculty in behavioral interviewing and departmental facilitation.
- Manages facility for Organizational and Employee Development.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of curriculum development, adult literacy, and facilitation techniques.
- Ability to communicate effectively with a diverse population.
- Skill and ability to provide options or solutions within a set of complex variables.
- Skill in developing programs and presenting material.

Minimum GSU Hiring Standards

Master's degree and one-year experience in curriculum development, adult literacy, and facilitation; 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.