



**Job Specification**

**Job Title: Program Development Officer**  
**BCAT Code: 325X BG**  
**Pay Grade: G13**

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

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**General Description**

Manages and coordinates educational programs.

**Examples of Duties**

- Develops policies and procedures.
- Develops marketing strategies for educational programs.
- Obtains outside funding for the programs.
- Speaks to potential participants and supporters of the educational programs.
- Analyzes community needs.
- Determines course content and class offerings.
- Teaches program courses and seminars.
- Develops and prepares course materials.
- Writes proposals for educational class offerings, letters of agreement, contracts, etc.
- Administers the program budget(s).
- Reviews billing, invoices clients, monitors outstanding payments, etc.
- Negotiates with vendors, contractors, etc.
- Creates participant instructional materials such as handouts, etc.
- Supervises program support staff.
- Procures facilities used in conducting educational programs.
- Arranges audiovisual materials, catering, etc.
- Assists trainers in hiring procedures.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of program development and administration.
- Knowledge of program marketing techniques.
- Knowledge of university policies and procedures.
- Effective oral and written communication skills.
- Effective time management skills.
- Effective organizational skills.
- Ability to supervise others.

**Minimum GSU Hiring Standards**

Master's degree and two years experience; or a Bachelor's degree and four years 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.*