



Job Specification

Job Title: Program Planning and Analysis Specialist
BCAT Code: 325X BJ
Pay Grade: G12

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

General Description

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

Examples of Duties

- Supervises staff and coordinates the daily activities associated with program planning.
- Plans initial outline for various types of programs, conferences and workshops such as, educational, recruitment, internships, legal, etc.
- Ensures all logistical arrangements for program are met by conferring with appropriate staff.
- Conducts meetings to provide staff with information on program, conference and workshop schedules, goals, opportunities and accomplishments.
- Coordinates marketing of programs through development of written materials.
- Establishes, maintains and monitors budget for individual programs.
- Evaluates programs during and upon completion ensuring quality control and adherence to established policies and procedures.
- Recruits, interview, conducts reference checks and hires instructors for education program.
- Acts as liaison for University in 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.
- Ability to supervise and train lower level employees.
- Ability to communicate effectively in writing and orally.
- Effective time management and organizational skills.

Minimum GSU Hiring Standards

Bachelor's degree and two 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.