



Job Specification

Job Title: Program Specialist
BCAT Code: 325X BL
Pay Grade: G11

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

General Description

Manages and coordinates educational programs.

Examples of Duties

- Determines course content and class offerings.
- 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 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

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.