

## MASTER SPECIFICATION

### JOB INFORMATION

Date:	1/17/2018 6:18:14 PM
Official Title:	Program Specialist Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	323728
Job Family:	Administrative Support

### JOB SUMMARY

The Program Specialist provides consultation and program/project administration in a specialized or targeted program area of assignment, supporting an institution in achieving stated program goals and objectives.

### NATURE OF WORK

The Program Specialist functions as an entry-level professional position responsible for providing administrative and programmatic support to Program Managers, Coordinators, or Administrators. Job responsibilities contribute to ensuring the effectiveness of operations or services having significant impact within the institution or the systems and involve application of policies and practices to complex and important matters. Results are defined by department leadership, institution and division/college vision, mission and strategies. Work is performed under immediate supervision, working within guidelines and established standards. Problems faced in this position are highly varied, complex, and often non-recurring, which may require novel and creative approaches to resolution. Decisions have major implications on the management and operations of an area within a department, and may contribute to important strategy, operations, and business decisions that affect the department.

### Distinguishing Characteristics

#### Examples of Duties

##### Essential Functions

Provides consultation, counseling, performs program/project administration, conduct information research and analysis, and markets the assigned program.

Summarizes and analyzes program information, data, business operations and/or financial statements.

May conduct special studies and analyses, as directed.

Determines and ensures compliance with a program objectives, laws, and regulations.

Assists with grant-writing as well as with managing contracts.

Prepares communications and informational brochures for the program.

Assists in coordinating and administering program(s)/project(s), activities and protocols.

Prepares and edits unit newsletters.

Assists in the development and monitoring of the operational budget.

Develops and maintains productive collaborative work relationships and assessing and responding to client needs.

Performs other job related duties as assigned.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education**

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Master's degree	Directly related to the work of the unit to which assigned	X		

**Additional Experience**

[Check here if experience may substitute for some of the above education and describe how.](#)

X

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
Minimum 6 months	Related work experience	X	

