Job Title: Program Specialist          Job Code: 61767

JOB SUMMARY

The Program Specialist provides specialized guidance, day-to-day technical management and expertise over an assigned program.

MAJOR DUTIES

- Provides program technical assistance to staff, students, faculty, administrators and other customers in relation to program/operational area;
- Performs programmatic/operational functions for the assigned program;
- Develops course curriculum according to approved standards;
- Teaches workshops to local industry and other external customers;
- Monitors student work and progress;
- Establishes and maintains applicable financial/official records and files;
- Generates reports regarding program activity;
- Maintains supplies and processes purchase orders for equipment, services and supplies.

COMPETENCIES

- Oral and written communication skills
- Decision making and problem solving skills
- Skill in the operation of computers and job-related software programs
- Skill in interpersonal relations and in dealing with the public
- Knowledge of current industry trends and technology

MINIMUM QUALIFICATIONS

Associate's degree required in a course of study related to the occupational field *and* Three (3) years of related work experience

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.