

PROGRAM SPECIALIST

CLASS SUMMARY

Under general direction, performs with a high degree of independent judgment; conducts student needs assessment and provides information and referral; assists in specific student development programs ; coordinates, implements and manages all aspects of department finances; provides technical and complex accounting support including responsibility for accounts payable and various program specific reports in assigned areas; performs related duties as required.

REPRESENTATIVE DUTIES

Facilitates program registration for new students; conducts student screening and referral for special services; compiles and inputs data to facilitate program reporting requirements; assists program professionals in most phases of program delivery and development, i.e., scheduling, billing, recordkeeping, report writing, needs analysis; may tutor students in content and study skills, refers students to appropriate programs and resources; assist with the development of letters, forms and correspondence; assists in the collection of student data and maintenance of detailed student records; provides information and referral to students regarding campus programs and services; Monitors accounts, manages expenditures and analyzes monthly budget reports; sets-up new accounts, organizes invoices and prepares purchase orders; performs accounts payable activities, including verifying invoices and purchase orders with receiving slips, initiates corrective actions where necessary.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated manager/administrator and may direct tutors, clerks, and part-time student workers .

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to two years of college courses, or a high school diploma, basic clerical and accounting training ;and one-year experience that involves considerable public contact or working with students.

Knowledge and Abilities

Good Knowledge of: written and spoken English and grammar, mathematics; principles of training and supervision.

PROGRAM SPECIALIST (continued)

Knowledge of: the special needs of various types of student populations including disadvantaged students; techniques and methods of interviewing; basic mathematics, principles and terminology used in accounting and recordkeeping, medical and student records as required; microcomputers, and word processing/spreadsheet software; principles of public contact work and public relations; relevant college programs, policies and procedures. Statistical and report writing procedures. FERPA and/or HIPPA confidentiality mandates.

Ability to: establish and maintain effective working relations with faculty, staff and a diverse population of students; communicate effectively orally and in writing; be sensitive to students with special needs; train and direct the work of student workers; gather, organize and analyze data; read, understand, and explain college coursework materials; maintain a proper learning environment; plan and organize office procedures and record keeping; assume responsibility for program operations; prepare narrative and statistical reports.