

PROGRAM SPECIALIST (WESTCHESTER COMMUNITY COLLEGE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class specializes in the administration of educational programs. Responsibilities involve assisting in the development of syllabi and instructional activities, developing and implementing projects and grants, and maintaining liaison with various institutions involved in providing educational services. This class differs from Program Administrator (WCC) by the size and scope of programs and nature and scope of supervision. Supervision may be exercised over support staff and student assistants. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Designs training programs based on needs of students, and the goals of funding sources;

Maintains contact with faculty members to ensure that program goals and objectives are clearly defined, as well as to ensure effectiveness of provided educational services;

Investigates new instructional methods to meet educational objectives;

Monitors program costs and assists in the development of budgets;

Ensures the delivery of educational services by effectively coordinating the administrative aspects involved in same;

Plans and organizes community-based adult education programs;

Assists with development of registration systems for credit and non-credit programs;

Ensures instructional objectives meet program goals serving targeted student population groups;

Records progress and status of students' achievement under direction of instructors;

Requisitions supplies and materials as needed; may make recommendations regarding the acquisition of equipment;

Provides assistance and information regarding program objectives;

Compiles reports and keeps detailed records;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Attends meetings and conferences, as required;

Performs related administrative tasks to ensure the effectiveness of the program;

Uses computer applications or other automated systems such as word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the fundamentals of educational programs; good knowledge of administrative procedures in an educational environment; ability to set up laboratory, audio visual and other educational equipment; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective relationships with students, faculty and members of the business community; ability to use automated systems such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; physical condition commensurate with the requirements of the position.

DESIRED TRAINING AND EXPERIENCE: Bachelor's Degree* and two years of experience in the field of education, educational administration, recruitment and/or training, or in the analysis of program operations, marketing or customer services.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* may be substituted for each year of the experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.