***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Specialist, Program**

Job Family: Program Management Sub Family: Business Operations

**Job Summary:**

The Program Specialist independently assists in the coordination of the program which is a project aimed at <x,y,z>. This position is expected to function independently, exercise discretion, and contributes to assignments and projects that require significant evaluation, originality, and ingenuity. The Program Specialist provides solutions to issues and judgment outside of pre-established guidelines or processes.

**Essential Functions:**

* Develop and schedule program work plan in accordance with specifications and funding limitations in order to shape the program for the youth and family; oversee daily operations and coordinates activities of program; determine priorities.
* Monitor and facilitate use of program funds to support needed resources. Makes recommendations to local project lead in use of funds.
* Provides routine and non-routine technical advice, problem solving assistance, answers to questions and program goals and policy interpretation, and administrative support to the program leadership team.
* Assists in conceptualization, development, and drafting of written products such as training materials, website content, final progress reports, promotional materials, recommendations, and other information resources for the improvement of the organizational element or its programs. Prepare and analyze program financial statements, expenditures, and budgets for management or outside agencies.
* Develop recruiting plan for program participants, members, and volunteers. Develop and facilitate workshops, meetings or conferences; coordinate logistics, scheduling and participant communications.
* Assists in evaluating program effectiveness to develop improved methods; devise evaluation methodology and implements; analyze results and recommend and/or take appropriate action. Has the authority to formulate, affect, interpret, or implement policies or procedures to ensure effective operation of the program.
* Using state of the art technology and sophisticated searching techniques, conducts in depth research by conducting literature reviews, online searches, and other research tasks to address client/community’s complex and unique information requests. Develops and maintains internet web site files and/or listings.
* Interacts and maintains liaison with students, faculty, staff and outside/community agencies in facilitating program objectives. Serves as a primary contact and thinks critically about all aspects of the program to resolve questions and make decisions related to how to best run the program.
* Prepares or assists in preparation of grant proposal/submission for funding and/or funding continuation from outside sponsors for faculty in the division.
* Performs other administrative duties having a significant impact on the overall goals of program.

**Minimum Qualifications**

Education: Bachelors in related field

Experience: Two (2) years administrative/coordina tor program experience

Supervisory:

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1431D

SOC Code: 131190 IPEDS: Office

EEO6 Code: Professional State Code: 9754804

USM eCode: E40140 AAP Code: 3A