

<b>Job Title</b>	Program Specialist II
<b>Job Code</b>	
<b>Exempt Status</b>	Exempt *Exemption may be subject to applicable salary requirements from the Department of Labor
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Program Specialist II, under general supervision, performs specialist duties for a department, college, or division.

### **Essential Duties and Responsibilities**

- Plans and develops specialized programs such as conferences, seminars, lectures, meetings, and workshops to facilitate program goals. Plans, develops, implements, coordinates, and monitors program or services.
- Provides and coordinates advanced professional level administrative support to programs and may assign duties for specified programs.
- Confers with staff on program issues and problems. Coordinates specialized program communications and marketing materials.
- Assists in the development of policies, procedures, and guidelines. Assists in the preparation and maintenance of budgets, special reports, and other documents.
- Attends meetings and conferences to discuss the progress of assigned programs.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

### **Additional Responsibilities**

### **Minimum Requirements**

*Education* – Bachelor's degree in applicable field or equivalent combination of education and experience.

*Experience* – Two years of related experience.

*Knowledge of* – Knowledge of word processing and spreadsheet applications.

*Ability to* – Ability to multitask and work cooperatively with others. Excellent verbal and written communication skills. Strong interpersonal, organizational, and customer service skills. Maintains attention to detail and utilizes sound judgment.

*Licensing / Professional Certification* – None.

*Physical Requirements* – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervision of Others**

This position may supervise employees.

**Other Requirements**