



Classification Specification for Unclassified Service
Developed for Equal Opportunity

OSU TITLE CODE (FLSA STATUS): 6825 (EXEMPT)

CLASSIFICATION TITLE (PAY RANGE): PROGRAM SPECIALIST (64)

Reports to: Program Director or other designated official.

Function Statement:

To research new areas of training needs and to recommend new and/or revised programs to meet continuing education and community needs.

Characteristic Duties: *(These duties are illustrative only.) Incumbents may perform some or all of these duties or other job-related duties as required.*

Perform library research on specified topics, including researching current literature for methods and trends.

Recommend new educational programs or concepts based upon research.

Write and update texts, cases and other instructional materials.

Present courses of instruction and teach in selected programs.

Evaluate continuing education programs on a specific subject and recommend modifications to improve program content and effectiveness.

Serve as resource person to faculty and organizations inquiring about specific programs.

Supervision Exercised:

None

Qualifications: (Including license, if any.)

A Master's degree in Education or related field, or an equivalent combination of education and experience is required. Considerable experience in a teaching or research capacity in area of specialization is required. Experience in educational curriculum development is desirable.

This description is intended to indicate the kinds of tasks and levels of work that will be required of positions assigned to this classification and shall not be held to exclude other related duties which are not mentioned.