



Savannah State University Position Description – Program Specialist

POSITION DESCRIPTION

Position Title: Program Specialist FLSA Status: Nonexempt
Reports to: Executive Director Talent Search
Department: Talent Search
Date Prepared: June 2003

BASIC FUNCTION

This position delivers services that encourage and empower program participants to complete middle school and high school, and to teach and reinforce college level academics that lead individuals to enroll in a post secondary institution and obtain a degree. Each program specialist has a specific focus including Talent Search, Upward Bound, Gear Up and/or ACCESS, all specialists report to the Executive Director ACCESS who directs and assigns their work.

NATURE & SCOPE

Reporting directly to the project director, the Program Specialist has the latitude to consider alternatives within substantially diversified established procedures and standards. The incumbent in the position has the authority to make decisions regarding tutor scheduling, workshop coordination and hiring of tutors for programs. Any contractual decisions, however, must be approved by the Program Director.

The incumbent in this position must apply theories and principles related to the academic discipline and works in a team to ensure cohesion within the program while assuming the highest service of quality possible. Programs include academic, personal and financial counseling; assisting students with college and financial aid applications; standardized test preparation and admission requirements; cultural events, field trips, college tours and other related activities. May also assist students in such areas as self-esteem building, leadership development, study skills and people skills.

Serving as the liaison between the director, program assistants, and participants the incumbent frequently collaborates with departments of SSU and outside support organizations. The incumbent must work to try to get students to participate.

PRINCIPAL ACCOUNTABILITIES

- Recruits, enrolls and manages participants that meet program requirements to ensure supplemental instruction
- Documents participation and other data for monthly and yearly reports
- Supervises tutors and coordinates tutorial sessions for Program Participants
- Engages in cultural and enrichment activities with program participants
- Conducts various workshops including study skills workshops for program participants
- Provides computer technical assistance

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four year college degree.

