

**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Program Specialist**

**Job Code: 133011**

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**Grade:** I  
**OT Eligible:** Yes  
**Comp Approval:** 7/30/2012

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**JOB SUMMARY:**

Assists in the planning, organization and delivery of services and activities specific to a University program. Provides specialized professional services such as counseling, testing and evaluation, teaching or events planning.

**JOB ACCOUNTABILITIES:**

**\*E/M/NA % TIME**

- \_\_\_\_\_ Provides a professional service such as counseling, testing and evaluation, teaching or event planning in support of a university program. Assists program management with administrative functions covering planning, budgeting, proposal development, and marketing of program services.
- \_\_\_\_\_ Tests and evaluates the effectiveness of existing program content and services. Recommends and implements modifications as necessary to ensure achievement of program goals and objectives.
- \_\_\_\_\_ Researches and identifies client or beneficiary needs and recommends program modifications or creation of new programs and services. Assists in the design and delivery of programs, services and special events.
- \_\_\_\_\_ Provides leadership, guidance and supervision to staff, student workers, volunteers, and/or graduate assistants. Leads others in the planning and delivery of services, activities and special events. Develops and conducts program-focused training and assesses proficiency or readiness of trainees.
- \_\_\_\_\_ Interfaces with faculty, researchers and staff for committee work or information exchange regarding program services or content.
- \_\_\_\_\_ Researches the market and develops marketing strategies to promote program. Creates information materials and plans activities and events to support marketing strategies.
- \_\_\_\_\_ Participates in the development and implementation of program policies and procedures.
- \_\_\_\_\_ Assists in program fund-raising and development efforts. Researches and identifies funding sources. Contributes to proposal development by writing proposals or coordinating the input of others. Attends events to network on behalf of program services.
- \_\_\_\_\_ Provides historical data and projections for use in developing program budgets. May directly control a portion of the total program budget or assist with overall budget

administration.

\_\_\_\_\_ Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.

\_\_\_\_\_ Coordinates program services with other offices and staff on campus. Serves as a resource for program information. Represents program on university committees as requested.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

**\*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  No

Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

2 years

**Minimum Field of Expertise:**

Directly related professional experience in program specialization, e.g., counseling or teaching.

**Preferred Education:**

Master's degree

**Preferred Experience:**

3 years

**Preferred Field of Expertise:**

Special education, licensing or certification requirements may exist for some positions based on program content and services

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Budget development

- Communication -- written and oral skills
- Conceptualization and design
- Development/fundraising
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/guidance skills
- Marketing
- Networking
- Organization
- Planning
- Problem identification and resolution
- Public speaking/presentations
- Research

**Skills: Machine/Equipment:**

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**

Leads one or more employees performing similar work.

**SIGNATURES:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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