



Position Title: Program Support Specialist, Biotechnology
Reports To: Manager
Department: Biotechnology
Prepared By/Date: Jennifer C. Brito/05-20-2009
Approved By/Date: Heather Belmont/05-20-2009
Revised:

Job Code: 0709
Job Group: PENC
Salary Grade: 12
FLSA Status: Exempt

Summary:

The Biotechnology Program Support Specialist is responsible for prospective student outreach, retention, internship development, and job placement. This individual works closely with the Biotechnology Student Support Manager, the Director of Biotechnology Program, the Biotechnology industry advisory board, Miami Dade County Public Schools, South Florida Workforce, and other community organizations to introduce prospective students to Biotechnology and the program offered at Miami Dade College and to identify internship and placements opportunities for student. The Program Support Specialist implements plans for prospective student outreach and retention maintains a student tracking database to meet grant administration and reporting requirements and prepares reports as needed. This individual works closely with the staff of the New Student Center and Academic Advisement Department to carry out program objectives and performs other duties as assigned.

Essential Duties and Responsibilities:

- Works with Miami Dade County Public Schools to develop student outreach programs
- Presents and explains the Biotechnology program to prospective students
- Conducts employer outreach activities to identify employer needs and establishes employer pipelines for biotechnology program students
- Monitors student retention and initiates interventions
- Coordinates job placement activities
- Assists in project evaluation
- Maintains the program student database and internship and job placement tracking data and reports
- Serves on campus and college wide committees
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of biology, chemistry, or biotechnology
- Must have strong interpersonal skills

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in public relations, psychology, business administration, or closely related discipline and three (3) years work experience with two (2) years in an academic setting and one (1) year of job placement experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name