



**Position Title:** Part-Time Professional Skills Training Specialist, MEED  
**Reports To:** Director, MEED (Model for Enhanced Employment Development) Program  
**Department:** The MEED Program **Job Code:** 8227  
**Prepared By/Date:** Donna French/08-30-2011 **Job Group:** H1-NIE  
**Approved By/Date:** Kenneth Marquard/09-02-2011 **Salary Grade:** HI  
**Revised:** **FLSA Status:** Exempt

### **Summary:**

This position oversees the Professional and Entrepreneurial Skills Training for the MEED Program and works directly with students individually or in project teams so they will learn and apply professional and entrepreneurial skills through internships and through individual or small group entrepreneurial projects.

### **Essential Duties and Responsibilities:**

- Conducts on-going professional and entrepreneurial skill trainings for students with disabilities
- Assists in determining elements of curriculum and assessment process
- Assists individual students and project teams to apply professional and entrepreneurial skills
- Collaborates with Employment Outreach Specialist to market entrepreneurial projects for students with disabilities with associated agencies and businesses
- Works with the Program Director and MEED staff to develop an expanding professional and entrepreneurial studies curriculum that is continuously updated to reflect the most current strategies effective for individuals with disabilities
- Develops an assessment process that measures the proficiency levels of professional/entrepreneurial skills and rates the extent to which students master skills or gains in levels of proficiency
- Approves student assignments and projects
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Proficiency in Microsoft Office applications
- Ability to communicate effectively both orally and in writing
- Possess excellent organizational skills
- Possess business-related skills; to include but not limited to, planning, marketing, sales, and public relations
- Proficiency in training and presentations that address and teach the accessibility needs of students with disabilities
- Ability to work effectively in a multi-ethnic and multi-cultural environment with students, faculty and staff

### **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 frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

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 and three (3) years of experience teaching and/or working in an entrepreneurial capacity

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name