



Position Title: Part-Time Program Specialist - School of Education

Job Code: 8349B

Reports To: Director

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Program Specialist of the School of Education assists the Chairperson of the Early Childhood Education in maintaining program infrastructure and processes. This individual is responsible for general project-level operations, and for the tracking of students.

Duties & Responsibilities:

- Contacts students on A regular basis via the telephone, WebCT, LiveText, e-mail and correspondence
- Provides new students with assistance in the admission process, which includes registering for Early Childhood Education courses
- Handles high volume screening calls
- Functions as the liaison with college-wide faculty, students and scholarship officials
- Creates hiring packages (RPA's, SACS, Manager Checklist, and required documentation)
- Updates faculty and staff folders
- Creates multimedia work order request forms
- Examines Degree Audit of students and forwards names of completers of the Florida Child Care Professional Credential (FCCPC) to the Florida Department of Children and Families office
- Provides assistance and support with tasks related to conference planning and coordination
- Creates and manages a database to track students
- Creates and maintains reports and spreadsheets using a variety of data sources, including the mainframe
- Coordinates internal and external resources for the delivery of services
- Provides advisement of program participants
- Assists students, faculty, and other instructional personnel with log-on procedures to the workstations
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree from a regionally accredited institution with two (2) years of experience
- Knowledge of the Early Childhood Education programs at MDC
- Must be self-motivated and able to work independently
- Strong interpersonal skills and experience in dealing successfully with faculty, students, administrators, and the general public using tact, poise, patience, and courtesy
- Strong organizational skills
- Excellent written and verbal skills

- Work well with faculty and student support staff college-wide in a diverse, multicultural environment
- Ability to think, reason, exercise judgment, initiative, and maintain strict confidentiality
- Ability to make sound judgments to decide how duties and responsibilities are completed in compliance with College standards and guidelines
- Must have excellent working knowledge of Microsoft Office Word, Excel, PowerPoint, Publisher, Outlook, and SharePoint
- Ability to work a flexible schedule
- Knowledge of the College on-line systems (Odyssey, WebCT, and LiveText)

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name