



Job Description

**Job Title:** Project Specialist

**Grade:** I

**Department:** CCE – Computer Technology

**FLSA:** Non-Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

**General Function:**

This position performs a variety of moderately complex administrative tasks to support Corporate and Continuing Education (CCE) management, programs, projects, and special assignments

**Characteristics Duties and Responsibilities:**

1. May provide coordination support by compiling information from multiple sources, tracking timelines, progress of action plans and items, coordinating resources and materials, and updating project databases.
2. May design and maintain multi-level websites (on the intranet and internet) for the division and key initiatives including editing, loading and updating relevant content to ensure accuracy of information.
3. May provide budget management support by assisting with budget prep, input, and monitoring budget items, as well as preparing spreadsheets, binders and management reports.
4. May provide coordination and project support including preparing marketing materials, accepting and processing registrations, preparing agendas and materials for meeting participants, and other logistical support for CCE conferences, seminars and/or workshops.
5. May assist with managing projects by tracking timelines, budgets, progress of action items, coordinating resources and materials and updating project databases. Included, but not limited to book adoption, grant projects, and third part vendors.
6. May assist with preparing multi-media presentations and client materials, including confirming available space and technology as well as handouts.
7. Coordinates class set-up by assisting marketing, providing customer services, managing program records and assisting in program management.
8. Advises students and clients regarding class selection and prerequisites.
9. Interfaces with marketing to facilitate direct mail efforts, including sending and outlining brochures.
10. Coordinates all certification testing, including but not limited to test lab setup, proctor of Certilport tests, purchase CompTia and Oracle tests from third party vendors.



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**Reporting Relationships:**

<b>Direction Received:</b>	Report to the Director Computer Training
<b>Direction Given:</b>	Direct supervision of assigned staff

**Minimum Requirements:**

Associate Degree from a regionally accredited institution and experience in project coordination

**Preferred Requirements:**

Bachelor's Degree from a regionally accredited institution

**Knowledge, Skills, Abilities, and Worker Characteristics:**

- Stay current on new trends in various technologies
- Participant and network in community and business events
- Demonstrate methods for program marketing and publicity
- Strong oral and written communication skills
- Strong organizational, interpersonal, and collaborating skills
- Ability to prioritize multiple tasks
- Flexible in a fast paced environment
- Demonstrate effective practices of program management

**Working Conditions:**

Typical Office Environment