

PROFESSIONAL SERVICES SPECIALIST IV

JOB SUMMARY

Under the coordination of a Professional Services Specialist II level or higher, is responsible for performing basic professional functions using established policies, procedures, precedents and guidelines; does related work as required.

EXAMPLES OF WORK

Reviews and interprets applicable principles, federal and/or state laws and regulations in the course of official duties.

Consults with the supervisor concerning progress on assignments and to resolve problems.

Establishes liaison and coordinates activities with other staff or organizations that relate to or impact on assigned responsibilities.

May assign and supervise the work of clerical, part-time and/or student workers as required.

May serve on standing and ad hoc committees.

Prepares clear, technically sound, accurate and informative reports containing findings, conclusions and recommendations.

Prepares correspondence in the course of official duties.

Maintains essential records and files.

The following is representative of specific duties which may be assigned at this level. This list is not conclusive.

Reviews and processes applications; makes determinations of eligibility and recommends admission and/or approval of the applicant to the college for a particular program.

Provides access to and/or develops and supervises appropriate training programs for students, staff and others.

Guides and instructs students and staff in the proper and safe use of equipment supervised.

Sets up and maintains equipment; performs experiments and demonstrations.

Insures that facilities and equipment supervised are properly prepared, safe, and secure.

Schedules the use of facilities and/or equipment.

Develops informative materials for publication.

Attends and participates in meetings and/or college events related to assigned responsibilities.

Represents the college at conferences, meetings, seminars and to the public as required.

REQUIREMENTS

Education

Graduation from an accredited college with a Bachelor's degree.

Experience

One year professional experience in an institution of higher education or in education, higher education or other field that is directly related to the functions of the position to be filled or equivalency as determined by the appointing authority.

The minimum education experience standards for positions classified under this class title will vary depending upon the requirements of the specific position to be filled. In each case, these minimums will be determined at the discretion of the appointing authority.

Applicants who do not possess the required education may substitute required experience on a year-for-year basis (30 credit hours is considered one year of college.)

A Master's degree in a field related to the position to be filled may be substituted for one year of the required experience.

KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of the principles and techniques essential to performance of assigned responsibilities assigned.

Ability to acquire basic knowledge of college policies and procedures.

Ability to understand, analyze, interpret and apply established law, regulations, procedures, precedents and guidelines.

Ability to advise and counsel students and others concerning college programs, activities and services.

Ability to establish cooperative working relationships and coordinate with other offices or organizations that impact on assigned responsibilities.

Ability to review applications and make recommendations concerning eligibility.

Ability to develop informative materials for publication.

Ability to assign and supervise the work of other employees.

Ability to represent the college by participating in or speaking at conferences, meetings, seminars, etc.

Ability to prepare clear, technically sound, accurate and informative reports containing findings, conclusions and recommendations.

Ability to prepare correspondence.

Ability to maintain essential records and files.