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| **Range**  **12-Month** | **17** | 18 | 21 | 24 | 27 |
| **Range**  **10-Month** | **12** | 15 | 18 | 21 | 24 |
| **EEO Category** | **B** | **B** | **B** | **B** | **B** |
| **Bargaining Unit** | **U**  **NOTE: 2015 to 2019 AFT Contract eliminated this position. DO NOT USE** | **U** | **U** | **U** | **U** |
| **Job**  **Summary** | Under general supervision of a Professional Specialist II or other supervisory officer, is responsible for performing basic professional functions using established policies, procedures, precedents and guidelines; does related work as required. | 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. | Under the direction of a Professional Services Specialist II or other supervisory officer at a state college, is responsible for independently performing professional work of some difficulty using established policies, procedures, precedents and guidelines; does related work as required. | Under the coordination and supervision of a Professional Services Specialist I level or higher, is responsible for independently performing professional work of considerable difficulty using established policies, procedures, precedents and guidelines; may take the lead over lower grade titles; does related work as required. | Under the administrative direction of a Director II level of higher education, is responsible for independently performing a professional function or functions of unusual difficulty, sensitivity and/or complexity; for functioning as an accomplished professional within the context of established college policies and procedures with minimal supervision and direction and/or supervises lower grade titles; does related work as required. |
| **Examples**  **of**  **Work** | * Effective 2017, the Program Assistant job description was eliminated in the AFT contract. * Applies principles, federal and/or state laws and regulations in the course of official duties. * Consults with the supervisor on a regular basis concerning progress on assignments and to resolve problems. * Establishes liaison and coordinates activities with other staff or organizations that relate to impact on assigned responsibilities. * May assign and supervise the work of part-time and/or student workers as required. * 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. * Provides access to, develops, and/or 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 and publication. * Attends and participates in meetings and/or college events related to assigned responsibilities. | * 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. * 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. | * Reviews and interprets applicable principles, federal and/or state laws and regulations in the course of official duties. * Participates in the selection of and supervises subordinate staff including clerical, part-time and/or student workers. * Monitors the work of students and/or staff, identifies problem areas and makes suggestions for improvement. * Consults with the supervisor concerning problems encountered in the work; makes recommendations for resolution. * Establishes liaison and coordinates activities with other staff or organizations that relate to or impact on assigned responsibilities. * May serve on standing and ad hoc committees. * Attends and participates in meetings or college events related to assigned responsibilities. * Compiles and analyzes statistical, financial and other data. * 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. * Counsels and advises students, student organizations and/or committees; assists in identifying and utilizing available resources. * Provides personal and academic counseling to students including information concerning course offerings, program requirements and academic standing. * Reviews and evaluates student applications and credentials; makes recommendations and/or determinations concerning eligibility for college programs. * Supervises the fiscal affairs of the activities or organizations supervised including preparing and recommending the budget, review of income and approval of expenditures. * Provides access to and/or develop and implements training, seminars and workshops for students and/or staff. * Monitors equipment and/or supply inventories, prepares laboratory set-ups and insures that safety standards are met. * Supervises and/or plans, schedules, markets and implements program events. * Reviews, evaluates and processes service contracts for approval. * Develops informative materials for publication. * Represents the college at conferences, meetings, seminars and to the public as required. | * Organizes assigned work and develops appropriate methods for meeting goals and objectives. * Continuously reviews and evaluates workload; develops and implements improved methods as required. * Develops and recommends an appropriate budget for activities supervised. * Analyzes and interprets applicable principles, federal and/or state laws and regulations in the course of duties. * Interviews prospective subordinate staff members and makes recommendations concerning selection. * May assign and supervise the work of Professional Services Specialists III, IV, and clerical, part-time and/or student aids. * Monitors the work of students and/or staff; identifies problem areas and takes steps necessary to effect improvement. * Establishes liaison and coordinates responsibilities with other staff organizations that relate to or impact on assigned functions. * Prepares clear, technically sound, accurate and informative reports containing findings, conclusions and recommendations. * Attends and participates in meetings or college events related to assigned responsibilities. May serve on standing and ad hoc committees. * Prepares correspondence in the course of official duties. * Maintains essential records and files. * Evaluates schedules of events and/or course offerings; recommends changes as indicated. * As required, teaches courses related to assigned functions. * Provides access to and/or develops and conducts training, workshops, and/or seminars for students, faculty and staff. * Supervises the fiscal affairs of the activities, organizations on facilities; reviews income and approves expenditures. * Provides specialized educationa19 vocational and personal counseling services to students of the college; makes referrals to appropriate counseling agencies on campus as required. * Organizes and oversees the acquisition, distribution inventory, and security of equipment, materials and facilities supervised. * Compiles and analyzes statistical, financial and other data. * Develops informative materials for publication. * Represents the college at conferences, meetings, seminars and to the public as required. | * Organizes assigned work and develops appropriate methods for meeting goals and objectives. * Continuously reviews and evaluates workload; develops and implements improved methods as required. * Develops and recommends an appropriate budget for activities supervised. * Analyzes and interprets applicable principles, federal and/or state laws and regulations in the course of duties. * Establishes liaison and coordinates responsibilities with other staff or organizations that related to or impact on assigned functions. * Interviews prospective subordinate staff members and makes recommendations concerning selection. * May assign and supervise the work of Professional Services Specialists II, III, IV, and program assistant, clerical, part-time and/or student aids. * Monitors the work of students and/or staff; identifies problem areas and takes steps necessary to effect improvement. * Prepares clear, technically sound, accurate and informative reports containing findings, conclusions and recommendations. * May serve on standing and ad hoc committees. * Attends and participates in meetings or college functions related to assigned responsibilities. * Represents the college at conferences, meetings, seminars and to the public as required. * Prepares correspondence in the course of official duties. Maintains essential, confidential records and files. * Provides confidential psychological assistance to students with personal, marital, developmental and social problems either individually or in groups. * Provides advisory services such as consulting, supervision and/or in-service training to aid faculty and staff in working with students. * Teaches academic courses related to assigned functions. * Trains and supervises the work of graduate interns and graduate practicum students. * Develops and conducts training workshops and/or seminars for the campus community. * Conducts research related to assigned responsibilities; analyzes data and interprets findings to faculty and staff. |
| **Requirements** | **Education** | **Education** | **Education** | **Education** | **Education** |
| Graduation from an accredited college with a Bachelor's degree or an Associate's degree with two years experience or the equivalent as determined by the appointing authority. | Graduation from an accredited college with a Bachelor's degree. | Graduation from an accredited college with a Bachelor's degree supplemented by a Master's degree in a field related to the position to be filled or equivalency as determined by the appointing authority. | Graduation from an accredited college with a Bachelor's degree supplemented by a Master's degree in a field related to the position to be filled or an equivalency as determined by the appointing authority. | Graduation from an accredited college with a Bachelor's degree supplemented by a Master's degree in a field related to the position to be filled or an equivalency as determined by the appointing authority. |
|  | **Experience**  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.) | **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. | **Experience**  Two years 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 Ph.D. or an Ed.D. degree may be substituted for two years of the required experience. | **Experience**  Three years 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 Ph.D. or an Ed.D degree may be substituted for two years of the required experience. | **Experience**  Four years 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 Ph.D. or an Ed.D. degree may be substituted for two years of the required experience. |
| **Knowledge, Skills and Abilities** | * Basic knowledge of the principles and techniques essential to performance of assigned responsibilities. * Ability to acquire basic knowledge of college policies and procedures. * Ability to understand, analyze, interpret and apply established law, regulations, policies, procedures, precedents and guidelines. * Ability to advise and counsel students and others concerned with 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. | * 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. | * Wide knowledge of the principles and techniques essential to performance of the specific responsibilities assigned. * Ability to acquire knowledge of college policies and procedures. Ability to acquire knowledge of basic budget principles and techniques. * Ability to understand, analyze, interpret and apply established law, regulations, procedures, precedents and guidelines. * Ability to organize assigned work, analyze problems and develop appropriate work methods. * Ability to advise and counsel students and others concerning college programs, activities and services. | * Thorough knowledge of the theory, principles and techniques essential to performance of the specific responsibilities assigned. * Ability to acquire knowledge of college policies and procedures. * Ability to understand, analyze, interpret and apply established law, regulations, policies, procedures, precedents and guidelines. * Ability to organize assigned work, analyze problems and develop effective work methods. * Ability to provide confidential assistance to students with personal, marital, developmental and social problems. * Ability to establish liaison and coordinate responsibilities with other staff or organizations that relate to or impact on assigned functions. * Ability to provide advisory services to aid faculty and staff in working with students. * Ability to teach college courses. * Ability to train and supervise subordinate staff, graduate interns and/or graduate practicum students. * Ability to develop and conduct training, workshops and/or seminars for the campus community. * Ability to conduct research, analyze data and interpret findings. * Ability to plan and develop a budget for activities supervised. * Ability to prepare clear, technically sound, accurate and informative reports containing findings, conclusions and recommendations. * Ability to represent the college at conferences, meetings, seminars and to the public. 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