

PROFESSIONAL SERVICES SPECIALIST III

JOB SUMMARY

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.

EXAMPLES OF WORK

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.

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

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.

REQUIREMENTS

Education

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.

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.

KNOWLEDGE, SKILLS AND ABILITIES

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.