

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROGRAM SPECIALIST

BASIC FUNCTION:

Under the direction of the assigned supervisor, identify, inform and recruit students eligible for college programs and services; assist in the coordination of an assigned program.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification

Assist in the development of an assigned program's goals and objectives; recommend policy changes and implementation procedures; prepare a variety of reports related to the assigned program; assist faculty and staff in the administering of program requirements

Gather a variety of data, assist program coordinator in budget development and coordination; prepare purchase orders; process required forms for reimbursement requests and additional or special compensation.

Identify eligible students; schedule and conduct individual or small group sessions with potential students; provide information and assistance to students regarding the assigned program; respond to inquiries; interpret and explain project policies and eligibility requirements. E

Provide orientation regarding the college to community groups, agencies and institutions

Distribute information pertaining to college programs and services; including recruitment, support services and access, enrollment and financial aid. E

Assist in the completion of financial aid forms; monitor students through the financial aid process; monitor student services, to

and correctional facilities

meetings as required

and temporary staff in assigned program;
staff related to assigned program

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Program rules, regulations and requirements.
Support services available at the college.

