

Professional Services Specialist IV

Definition

Under general supervision of a Professional Services Specialist II or other supervisory officer at a State College 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 on a regular basis concerning progress on assignments and to resolve problems.

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

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

Consults with the supervisor concerning problems encountered in the work; makes recommendations for resolution.

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 inclusive.”

- Reviews and processes applications; makes recommendations and/or determinations concerning eligibility for college programs.
- Advises and counsels students, parents and/or alumni regarding college offerings, activities and services. Provides guidance and assistance when problems occur.
- 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 demonstrations.
- Insures that facilities and equipment supervised are properly prepared, 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's 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 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 appointment authority.

Applicants who do not possess the required education may substitute required experience on a 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 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 applicants 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.

Salary Range: U18
U15 10 mos