# POSITION INFORMATION

**Internal Team:** *SL-Extended Education CERF-120300*

**Job Code/Employee Classification:** *Extended Ed Specialist I*  
*Job No: 5181*

**MPP Job Code:**

**Position Number:**  
No position selected.

**CSU Working Title:** *Extended Education Specialist I - Template*

**Reports To:**

**Campus:** *San Luis Obispo*

**Division:** *Academic Affairs-Provost*

**College/Program:** *Academic Programs & Planning*

**Department:** *Extended Education CERF - 120300*

**FLSA Status:** *Exempt*

# SENSITIVE POSITION

**Sensitive Position:** ☐ Yes ☐ No

**Job Summary/Basic Function:** *Extended Education is a self-support unit under the direction of the Vice Provost of International, Graduate and Extended Education. The Extended Education Specialist in this position will report to the Director of Programming and is responsible for the oversight of established self-support programs offered through Extended Education. The current program portfolio includes the Quarter Plus program as well as other non-degree academic credit courses and programs.*

This position works independently under the general supervision of the Director of Programming to meet complex goals and responsibilities. Performs analytical, administrative, and technical duties related to the overall operation of the Quarter Plus program including: fiscal and budgetary analysis and oversight of the department's resources including budget projections and reconciliation; database management; lead work direction of staff and student assistant positions; and the planning and execution of program events.

**Minimum Qualifications:** *Equivalent to graduation from a four-year college or university and two years of experience in planning classes or programs in a specialized field or area, preferably in higher, extended, or adult education. (Teaching experience in higher or extended education may be substituted for experience on a year-for-year basis).*
**Required Qualifications:**

Knowledge of the procedures and practices in educational program planning.

Knowledge of or ability to quickly learn, the resources of the campus and the surrounding community.

Skill in the collection, evaluation, and interpretation of data to develop sound conclusions, and make appropriate recommendations.

Ability to determine needs for new or revised programs.

Ability to plan course hours and credits.

Ability to manage logistics of providing classes.

Ability to maintain cost information and records.

Knowledge of financial budget preparation to develop budgets with ability to analyze cost information and statistics. Ability to project and calculate costs of services and materials for a program.

Excellent organizational and time management skills with ability to determine priorities, set deadlines, complete multiple tasks and maintain composure in a busy office environment with frequent interruptions ensuring deadlines are met.

Ability to work with instructors, advise them on processes, and assist them in understanding program budgets.

Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

Knowledge of or ability to quickly learn university and Extended Education infrastructure, policies, and procedures to provide or perform a variety of functions and services in support of the program goals.

Demonstrated ability to develop practical, thorough, and creative solutions to address both common and unique problems.

Demonstrated ability to independently draft and compose correspondence and reports. Thorough knowledge of English grammar, punctuation, and spelling; excellent proofreading skills to edit materials and verify accuracy, with close attention to detail.

Excellent communication skills. Ability to communicate in a clear and understandable manner, both verbally and in writing. Ability to independently apply and communicate a wide variety of policies and procedures and use judgment and discretion to act where specific guidelines may not exist.

Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.

Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.

**Preferred Qualifications:**

Master's or higher level degree.

Knowledge of and proficiency in campus applications including PeopleSoft Student Administration, PolyData Dashboard, DocuSign, Adobe, Lumens, Podio, and Microsoft Office Suite.

Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
Special Conditions:

Must be willing to travel and attend training programs off-site for occasional professional development.

Must be able to work additional hours, occasional holidays, and adjust working hours to meet instructional needs for courses or programs. May be called back periodically to perform work as needed on an emergency basis, in particular, while the Quarter Plus Program is in session.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Must be able to successfully pass a pre-employment background/fingerprint check.

This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:
Possession of a valid driver’s license or the ability to obtain by date of hire.

Mandated Reporter:
General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

NCAA:

☐ Yes ☐ No

Conflict of Interest:
None

Supervises Employees:

☐ Yes ☐ No

Job Duties
## JOB DUTIES

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<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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<tbody>
<tr>
<td>90</td>
<td>Implements and oversees the Quarter Plus Program.</td>
<td>Essential</td>
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<td>Coordinates logistical details of the program working closely with multiple campus partners.</td>
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<td>Reviews strategic and tactical elements with a continuous improvement mindset.</td>
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<td>Researches and develops programmatic budgets to ensure sound financial management of both instructional and administrative resources.</td>
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<td>Establishes program priorities and identifies appropriate instructional and administrative resources for successful on-campus and offcampus programming for assigned colleges and outside entities.</td>
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<td>Provides content and guidance to develop marketing efforts (websites, print, e-mail, and other media).</td>
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<td>Ensures accuracy of information on all communication media, including University websites, regarding Extended Education programs.</td>
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<td>Represents Extended Education to faculty and staff from on-campus units as well as outside entities.</td>
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<td>Analyzes and determines faculty and course/program related needs for assigned programs.</td>
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<td>Assesses, evaluates and maintains accurate records and statistics on programs.</td>
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<td>Provides periodic reports to on-campus units as well as external agencies, including the Chancellor’s Office.</td>
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<td>Provides lead work direction to Program Support Coordinators and student employees.</td>
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<td>Supports the planning, development and implementation of new programs.</td>
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<td>Performs other job-related duties and special projects as assigned</td>
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<td>Maintains currency in the knowledge and skills necessary to facilitate industry-leading solutions</td>
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## USERS AND APPROVALS

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