# Program Specialist

## Position Information

<table>
<thead>
<tr>
<th>Vacancy Open to</th>
<th>All Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Type</td>
<td>Permanent - Full-time</td>
</tr>
<tr>
<td>If time-limited, note appointment end date</td>
<td></td>
</tr>
<tr>
<td>Hours per week</td>
<td>40</td>
</tr>
<tr>
<td>Months per year</td>
<td>12</td>
</tr>
<tr>
<td>Position Number</td>
<td>003190</td>
</tr>
<tr>
<td>NC Salary Grade Equivalency</td>
<td>63</td>
</tr>
<tr>
<td>Classification Title</td>
<td>University Program Associate - Journey</td>
</tr>
<tr>
<td>Working Title</td>
<td>Program Specialist</td>
</tr>
<tr>
<td>Salary Range</td>
<td>$37,203 - $44,218</td>
</tr>
<tr>
<td>Anticipate Hiring Range</td>
<td>$37,203 - $44,218</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Non Exempt</td>
</tr>
<tr>
<td>Division</td>
<td>Academic Affairs</td>
</tr>
<tr>
<td>Department</td>
<td>College of Health &amp; Human Svc (Col)</td>
</tr>
<tr>
<td>Work Unit</td>
<td>School of Social Work</td>
</tr>
<tr>
<td>Work Schedule</td>
<td>8:00 am – 5:00 pm; Monday-Friday with occasional regional travel required for representation at conferences, as applicable.</td>
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<tr>
<td>Primary Purpose of Position</td>
<td>The primary duties focus on being a field education specialist and enrollment coordinator for the Master of Social Work program.</td>
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</tbody>
</table>

### Minimum Education/Experience

**Required Minimum Qualifications:**
Bachelor’s degree; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

**University Preferred Qualifications:**
Graduation from a four year college or university and one year of related experience; or an equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

### Essential Job Duties

Assists with the recruitment and enrollment of qualified students including facilitating campus visits and attending events as the School of Social Work representative. Provides technical guidance/support regarding field placement process, systems, procedures. Initiates, develops and sustains strong positive relations with community service agencies for the promotion of Field Education. Recruitment/visits agencies for Field Education Program. Implements, monitors, and evaluates field process, agency connections, affiliation agreements. Identifies target groups in community and online to expand Field placement opportunities within the scope of specializations. Works collaboratively with field faculty on updating field education policies. Maintains student records on database, creates and provides reports; provides contact point for enrolled and prospective student information. Serves as liaison with community organizations, field instructors, students, faculty, staff, and administration in facilitating program objectives.

### Other Work Responsibilities

Coordinates and administers student support to enrolled and prospective students in person and online such as field student orientation and training for new field instructors. Participates in
service to Field Education (Field Education Committee, Field Advisory Board). Supports pre-placement workshops for students (creating materials, outreach to students, how to research a placement, interviewing). Provides administrative support of the field placement matching process. Supports and attends field education/professional development events and presentations. Participates in field office data entry and analysis for data management systems. Updates navigation videos/content on the field Canvas course. Assists with accreditation review and developing and facilitating workshops, meetings and seminars for students and faculty. Attends and participates in staff meetings, professional development seminars and other indirect student support related meetings. Serves on ad-hoc committees as assigned.

Departmental Preferred Experience, Skills, Training/Education

Experience working in higher education administration and admissions. Banner student and finance, advanced skills in Microsoft office suite (Word, Excel, Outlook, Access), A proven record of experience in organizational records and technology, problem solving, resourcefulness, and effective communication skills.

Necessary Licenses or Certifications

Work Location
CHHS

Posting date
05/11/2021

Closing date
05/24/2021

Proposed Hire Date
07/06/2021

Contact Information

Special Notes to Applicants

Please ensure your full range of knowledge, skills, abilities, experience and education are listed on your application.

- Do not write ‘see resume’ on your application when completing the job duties section.

If you answer the questions at the end of the application, please ensure your application reflects the knowledge, skills, abilities and experiences to support your answers (see job duties section of previous employment).

- Failure to answer the questions at the end of the application will not preclude your application from being considered but may result in your application not receiving full consideration of your knowledge, skills, and abilities.

Please submit a resume and cover letter with your application.

- These documents will be used to evaluate your written communication skills as well as supporting documents of your knowledge, skills, abilities, education and professional experience.

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
   - UNC Charlotte Website
   - HERC Job Board
   - Inside Higher Education
   - Circa (formerly known as Local JobNetwork)
   - Another Website
   - Agency Referral
   - Advertisement/Publication
   - Personal Referral
   - Other

2. Where did you learn about this posting?
   (Open Ended Question)

3. Please describe your experience working in a higher education administration and/or admissions environment.
   (Open Ended Question)

4. Have you completed any training or do you have any experience with Microsoft Office Suite i.e. Word, Access, Excel, PowerPoint?
- No
- Yes, Beginner Level
- Yes, Intermediate Level
- Yes, Advanced Level

**Applicant Documents**

**Required Documents**

1. Resume / Curriculum Vitae
2. Cover Letter / Letter of Interest
3. Contact Information for References

**Optional Documents**