

Class Code:.....0861
Position#:(PSA).....
Developed by:.....PC
Reviewed by:.....SG
Approved by:.....LK
Date:.....04/02

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, Gerontology/Geriatrics Continuing Education Pgms
DIVISION: Academic Affairs (College of Human Science and Services)
REPORTS TO: Director, Program in Gerontology
GRADE: 8
SUPERVISES: Clerical and technical support staff; students

BASIC FUNCTION:

Facilitate the successful operation of the Program in Gerontology's Geriatric Education Center Outreach Programs by performing a variety of complex activities, including assisting the Director of the Program in Gerontology with the design, organization, marketing and delivery of programs, services and special events specific to geriatric continuing education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Monitor and evaluate the effectiveness of the existing program's content and services, making recommendations for modifications as necessary to ensure achievement of goals and objectives, and assist in implementing such modifications.

Establish public relations and marketing strategy, including the design and distribution of brochures and press releases, development of PR database to increase range and diversity of target audience, and the establishment of liaison with target organizations and media outlets.

Coordinate conference functions, including registration, preparation of materials, liaison with presenters, site personnel and program attendees, evaluation, financial obligations, and record keeping.

Organize and assess services in the development of Geriatric Education Center programs.

Collect and report data for project staff and faculty as part of quality improvement efforts.

Manage the budgets for each continuing education program, using Excel spreadsheets. Systemize detailed record keeping of financial and program data.

Maintain personnel records and prepare payroll/financial compensation forms as needed for faculty, staff, and guest speakers.

Monitor income and expenses. Assist with budget development.

Authorize and arrange the purchase of equipment, services and supplies related to the implementation of continuing education programs and the needs of the Geriatric Education Center.

OTHER DUTIES AND RESPONSIBILITIES:

Assist in the planning of special educational events.

Supervise clerical support staff, students and technical personnel as assigned.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required, with 3-5 years of progressively responsible administrative experience, with emphasis on conference and events planning, marketing, and adult education. The following are required: fiscal management experience; ability to communicate effectively, both orally and in writing, and to organize, coordinate and supervise support staff; strong computer skills (knowledge of Word, Excel, PageMaker, FileMaker, and PowerPoint preferred); strong interpersonal skills.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.