

**USF Job Class Description**

JOB CODE: 2200  
JOB TITLE: Academic Program Specialist  
PAY PLAN: 23  
CAREER BAND: C  
FLSA: Non-Exempt  
CBU : 31  
Effective 3/23/2007

**Job Title:** Academic Program Specialist

**Job Summary**

An Academic Program Specialist performs specialized administrative work in support of an academic department, school or college. This position provides administrative coordination for assigned undergraduate and/or graduate programs, serving as a point of contact to students, prospective students, and faculty on matters related to course management and enrollment, program requirements, policies and procedures, and other administrative matters.

**Nature of Work**

This position typically reports to the Office Manager of an academic department, school or college, but may also report to a Department Chair or other academic administrator. This is specialized administrative work in program implementation that is performed under general supervision. The Academic Program Specialist will perform a wide variety of office and clerical duties of medium complexity. This position may assign work to or supervise student or temporary (OPS) employees. To fulfill the job requirements, employees assigned to this class title must be able to do inquiries, queries and standard reports from university systems such as OASIS, FAST, and GEMS, and must be able to produce documents using word processing and spreadsheet software.

**Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Supports student administration through preparation of tuition waivers, processing course permits, maintaining student files and records, conducting graduation checks, and fulfillment of other student-related administrative requirements.
- Supports department or college recruitment and admissions process. May be responsible for administration of a direct admission graduate program. Prepares correspondence and mailings to applicants and prospects, maintains applicant records, and organizes information for review by faculty.
- Communicates with students regarding academic program, prerequisites, and course selection. Notifies students with substandard academic grades and issues. Schedules appointments and prepares student files for advising.

- Provides support for instruction through administration of course syllabi, class materials, exams, course evaluations, processing course schedules, maintaining course inventory, etc.
- Enters information into BANNER/OASIS student database system.
- Fulfills administrative requirements for appointment of graduate and teaching assistantships.
- Creates informational materials, recruitment brochures, and web site content describing departmental programs.
- Coordinates orientation for new students.
- Arranges and coordinates travel for department staff, faculty, and incoming guests and speakers.
- Performs other administrative duties as assigned in support of the academic mission of the department.

**Minimum Qualification Requirements**

This position requires a high school diploma or equivalent, with four years of experience in office or administrative positions. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.