

SCREENING ACTIVITY PROGRAM SPECIALIST JOB DESCRIPTION

Essential Functions (Job Duties)

JOB PURPOSE

Provides program management and administrative support to meet the needs of the Organization and Employee Development (OED) Department within the Human Resources Division. Plans, organizes and coordinates training programs and marketing activities for the promotion of new and existing OED initiatives and interventions. Provides administrative support for day-to-day office operations.

ESSENTIAL FUNCTIONS

Administer day-to-day office operations: receiving and directing incoming phone calls, visitors and guest trainers/facilitators; ensuring and adhering to departmental procedures as they pertain to "checking in and out" of training rooms; oversee departmental record keeping; handling all departmental financial record keeping (account reconciliation and projections), processing personnel and payroll transactions; prepare Special Payment Authorizations, Purchase Requisitions, Change Order Requests, Internal Requisition and Inter-account Bills, Travel Expense and Authorization Reports, and other documentation as needed to process transactions.

Coordinate department training calendars and schedules through the use of outlook/Zimbra and through the utilization of Training Seminars and Workshops. Provide training support for other departments who seek guidance on how to utilize Training Seminars and Workshops.

Coordinate marketing and communication activities, including but not limited to design and development of marketing materials, during the implementation phase of new and existing OED interventions. Serves as the OED liaison to communicate department needs to Marketing and Communications.

Assist with the design, development, implementation and analysis of department specific questionnaires and surveys to ensure effectiveness of interventions and validity of data.

Serve as the general administrator over the OED website to ensure content is pertinent and updated on a regular basis; Provide editorial review of training materials and various forms of written media to ensure proper usage of grammar and adherence to departmental style guide.

Reconcile ProCard statement weekly & monthly to monitor transactions being reported on the ProCard statement report. Submit journal voucher requests for misclassified expenditures.

Act as a Superuser and Approver of timesheets to maintain that all employees are paid accurately and punctually.

Provide other additional administrative support to OED department as requested.

Unique Duties (none)

Qualifications

EDUCATION

Associate's degree from an accredited college or university, with coursework in project management/administration, business, marketing, or human resources. A bachelors' degree is preferred.

EXPERIENCE

Minimum of 3 years experience in general office administration, project/program management, and marketing. Preference given to individuals that have worked within a marketing, human resources or training department.

Preferred Qualifications (none)

Testing Requirements

Clerical exam, speed and accuracy typing (40 wpm)

Job Category

Clerical/Technical

E-Class & Description

NC – Non Rep Clerical

Salary Range

\$32,000 - \$49,000