**Education Specialist Standard Job Description**

**Classification Title:** Education Specialist

**FLSA Exemption Status:**Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Education Specialist, under general supervision, assists in the coordination of instruction and curriculum development within the assigned departments.

**Essential Duties and Responsibilities:**

**30% Program Management**

* Manages specific educational programs within the curriculum.
* Acts as liaison between faculty and students.
* Organizes student requests and coordinates classroom schedules.
* Maintains and orders course documents and materials.
* Assists in the design, presentation, and evaluation of innovative instructional programs.
* Coordinates and prepares materials for continued accreditation.
* Compiles and maintains data to ensure compliance with accreditation agencies.
* Develops promotional materials.

**20% Faculty and Student Relations**

* Facilitates faculty appointments by clinical departments.
* Assists in developing constructive working relationships with leaders of health systems.
* Coordinates activities related to educational conferences, meetings, and special events.
* Instructs students on education policies as necessary.
* Supervises the pre-clerkship program coordinator.

**10% Compliance and Evaluation**

* Maintains thorough understanding of UGME education policies and procedures.
* Interprets findings and develops recommendations for solving significant problems.
* Evaluates educational value of courses and addresses curricular gaps.

**10% Recruitment and Online Development**

* Develops online curriculum and in-person activities for students.
* Organizes and coordinates project recruitment efforts, including recruiting presentations.

**10% Administrative Support**

* Acts as liaison to plan, administer, and coordinate administrative services for the Vice Dean.
* Oversees budget formulation and execution, contract administration, and human resources management.
* Maintains facilities and other duties of the clinical campus.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, database, and presentation applications.
* Strong verbal and written communication skills.
* Ability to present information clearly and concisely.

**Additional Information:**

**Machines and Equipment:**

* Telephone
* Computer

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**