



Osher Lifelong Learning Institute (OLLI) Program Specialist

Close: February 17, 2012

(Job #12-11) Extended Education Specialist I \$2,524—\$3,594/month. Appointments are typically made at the beginning of the salary range. This is a three-quarter time, benefited, 11/12-month (work 11 months with pay and benefits over 12 months), on-going, temporary position in the Office of Extended Education. The intent is to renew this position each year based on performance, departmental need and available funding.

Position Summary: Under the supervision of the Director of Osher Lifelong Learning Institute and Extended Education, the OLLI Program Specialist would assist in administrative tasks and the planning and evaluation of courses and programs within the Osher Lifelong Learning Institute.

Duties: OLLI Program Support – Faculty Relations and Program Production:

- Assist OLLI Director in the development of appropriate OLLI courses based upon community input, campus and grant guidelines;
- Communicate with OLLI faculty regarding instructor agreements and other documents, course proposals and processing class roster for payment;
- Support committees of OLLI volunteer for curriculum development, public relations, and designating sub-committees for short term projects;
- Serve as liaison between volunteer committees and the OLLI Director;
- Coordinate course evaluations and provide evaluations reports for faculty and OLLI Director; and
- Provide classroom supplies and reproduce instructor materials.

Member Services- Communications and Recruitment:

- Assist OLLI Director in determining and executing marketing and outreach efforts;
- Work with OLLI Director and graphic specialist to maintain OLLI website and produce course catalogs and promotional materials;
- Provide stellar customer service and membership relations: respond to requests for information, correspond with various constituents through phone, mailings and electronic communications;
- Schedule venues, secure insurance, contracts and risk management forms;
- Produce electronic newsletter for members;
- Review other OLLIs nationwide for 'best practices'; and
- Survey community and OLLI members for continued development of courses.

Program Administration- Data Maintenance and Organization

- Preparation and maintenance of organized spreadsheets for faculty contact addresses, class lists, bulletin and brochure publicity;
- Format course descriptions into correct format for publication;
- Generate and maintain accurate information from the program database;
- Maintain course and program files; and
- Assist OLLI Director in the preparation of various reports.

Minimum Qualifications: Education & Experience: Equivalent to graduation from a four-year college or university and two years of experience in planning classes or programs in a specialized field of area, preferably in higher, extended or adult education.

Knowledge, Abilities & Specialized Skills: Knowledge of the procedures and practices in educational program and curriculum planning; and knowledge of the resources of the campus and the surrounding community. Must have the ability to determine needs for new or revised programs; develop course outlines with instructors; assist instructors in understanding and completing contract arrangements; write promotional materials and to develop a variety of promotional techniques; represent the OLLI program to the community and to develop positive working relationships; manage logistics of providing classes and to maintain cost information and rec-

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ords; interpret, apply and recommend various policies; and use independent judgment and demonstrate a positive and professional demeanor in a high-speed, production-oriented environment with frequent deadline pressures and interruptions. Position requires the ability to anticipate potential problems and to respond appropriately; high level of organizational skills and the ability to multi task administrative activities; advanced verbal and electronic communication skills; demonstrated ability to establish and maintain cooperative working environment with older adults, instructors, staff, community members and co-workers; proficiency and competence with multiple computer applications such as Microsoft Word, Access, Excel, Power Point, Adobe Acrobat, Google Docs, list serves and similar web based communication tools, email and internet; and strong attention to detail.

Preferred Qualifications: Experience teaching or leading groups; completion courses on adult education and curriculum planning is preferred.

Application Procedure: Applicants must submit a letter of interest, an HSU employment application, resume and contact information for at least three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

Application Deadline: All application materials must be received by 5:00 P.M., Friday, February 17, 2012.

Human Resources

Siemens Hall - Room 211

Arcata, CA 95521-8299

(707) 826-3626

Fax: (707) 826-3625

www.humboldt.edu/jobs

Email: careers@humboldt.edu

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 5181

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. The successful candidate for a position at HSU is required to be fingerprinted through the Humboldt State University Police Department or their local law enforcement agency. The results of the fingerprint process must be received by the university prior to the candidate's appointment. The cost of the fingerprinting is borne by the university.

Publication Date: February 3, 2012

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.