

The University of Texas at San Antonio

Job Description

Job Title: Educational Specialist I
Code: 8118
Salary Grade: 55
FLSA Status: Non-Exempt
Department/Division: Programs
Reports To: Programs Supervisor

Summary

- Function: To provide the skills necessary to direct the operation of the exhibit floor. Assist in the compilation and preparation of materials for exhibit, product production, or publication.
- Scope: Responsible for the presentation of the exhibits operation in a professional manner reflecting credit on the institution.

Duties

- Typical:
 1. Research, develop, promote, schedule, coordinate, and present videoconference programming designed for K-12 students and teacher professional development.
 2. Promote videoconference program via phone calls, e-mails, and submit information to other web sites.
 3. Develop resource guides and new programs for existing programs.
 4. Perform other duties as assigned.
- Periodic:
 1. Conducts tours for visitors.
 2. Advise on such matters as regulations for professional staff and volunteers, design, maintenance, and costuming of staff, exhibit hours of operation, and stimulation of interest among tour groups.
 3. Supervise periodic check of exhibit condition, cleanliness, and maintenance.

Education

Required	Preferred
High School diploma or GED.	Bachelor's degree in a related field.

Other Requirements

Required	Preferred
Ability to establish and maintain a good working relationship with professional personnel, volunteers, supervisors, and the public.	N/A
Must be able to handle emergency and security situations relating to the public and school children.	
Must be friendly and flexible in dealing with school children and the public.	
Must be capable of handling difficult human situations with tact and diplomacy.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years experience in direct contact with the public.	N/A

Equipment

Required	Possible
Knowledge of personal computers with business software and other standard office equipment.	N/A

Working Conditions

Usual	Special
Normal work conditions with weekend and holiday work required.	Some evening work may be required.

Supervision

Received	Given
Close supervision by a designated supervisor.	General supervision of volunteers as assigned.

Accuracy

Proficiency in all phases of the duties performed. Accuracy in interpretation of applicable administrative policies.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.