Downloaded from <https://www.velvetjobs.com/job-descriptions/staff-specialist>

# Example of Staff Specialist Job Description

Our company is growing rapidly and is looking for a staff specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for staff specialist

* Permitting analysis
* Progressive project responsibilities
* Advise former Pratt and Trinity students about subjects related to the Duke readmission application process including,but not limited to, requirement standards for return to Duke
* Assess and expand functioning of applicant databases in Microsoft Access and Image Now
* Process student applications as they are received
* Evaluate completeness of applications and readiness for placement into electronic workflow
* Oversee the OSR Student Ambassadors program, a student group charged with planning informal OSR events and get-togethers
* Process Attrition Notices Return to Program forms,collaborating with the Registrar's Office, as needed
* Provide Subject Matter Expertise (SME) support between Airports, Air Traffic facilities, and the FAA for environmental issues resulting from proposed actions triggering NEPA application
* Evaluate the potential environmental impacts associated with proposed actions involving air traffic routing or flight path changes

## Qualifications for staff specialist

* Working knowledge of medical device and/or in vitro diagnostic device regulations, 510(k) and/or Premarket Approval (PMA) process
* Demonstrated success preparing, filing and completing (including internal and external negotiations) regulatory submissions (510(k), PMA, Technical Files and other regulatory documentation)
* Demonstrated success understanding advanced technical/scientific principles that relate to multiple, diverse, and/or complex product lines or manufacturing processes
* Demonstrated ability to exercise independent judgment and discretion within a broadly defined range of policies and practices
* Successful history of handling multiple tasks, prioritizing activities, and scheduling work to meet business needs
* Demonstrates baseline understanding and practice of competencies within the following