



Example of Educational Specialist Job Description

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Our company is searching for experienced candidates for the position of educational specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for educational specialist

- Participate in development and implementation of interagency agreements as needed
- Participate in Coordinated Program Reviews or other aspects of program oversight and compliance as assigned
- 1) Recruitment a
- 3) Advising a
- 4) Professional Tutoring and Instruction a
- Collaborate with other DRES staff in the ongoing refinement of internal service policies, procedures, and practices
- Serve as DRES liaison to other campus agencies as needed
- Conduct service responsibilities for the College of AHS (ie search committee work, subcommittee membership)
- Assist in maintaining current information on the DRES website
- Supervise undergraduate interns who work at DRES

Qualifications for educational specialist

- Master's degree in a relevant field of science, with a strong biology component
- 5-8 years of previous tutoring/teaching experience in an academic institution
- Willingness to travel extensively within your specified geographic region to nationwide for trainings, sales meetings and tradeshow

- Strong computer skills, including word processing, database, presentation, and spreadsheet software
- Ability to multi-task, respond to multiple demands, balance competing priorities and manage time efficiently