

**Kansas Board of Regents
Position Description for
Workforce Development Program Specialist**

Date: July 2024
Name: Vacant
Position No.: K0246116
Supervisor: Director for Workforce Development

Brief Description of the Position:

Under the supervision of the Director for Workforce Development, this position works closely with the Workforce Development team to assist with the completion of program reviews and alignment, various technical program reporting that supports both state and federal initiatives, and communication activities including meeting and conference preparation and website updates.

Position Duties:

- Assists in the maintenance of the Kansas Higher Education Data System by:
 - Assisting with career and technical education program alignment and alignment verification
 - Assisting with data collections and program reviews as needed
 - Ensuring quality in data and reports
 - Reviews data and funding, generates reports, and responds to information requests when needed
- Organizes and maintains official files and contact information for career and technical education with community and technical colleges
- Provide program support to the Workforce Development unit, developing and maintaining systems for local reporting and application processes, editing, and making recommendations on written materials created and used by the unit, managing records, etc.
- Assists in the development and preparation of Kansas Postsecondary Technical Education Authority meetings, materials, and agendas
- Works with the Director of Communications to update and maintain the Workforce Development webpages
- Assists with workforce development activities in concert with other agencies to support Kansas Board of Regents goals and needs
- Assists the Workforce Development Unit on special projects, research, conferences and training as needed
- Conduct other duties as assigned

Supervisory Duties: No

Required Qualifications:

- Bachelor's degree from an accredited college or university
- Detail-oriented, excellent oral and written communication skills, critical thinking/analytical skills, interpersonal skills, project and/or time management skills
- Proficiency in the use of PC-based software including Microsoft Outlook, Excel, and Word
- Demonstrated flexibility in response to diverse demands

- Ability to work cooperatively with KBOR staff and institutional personnel
- High level of organizational and office skills such as record retention and tracking of forms and submissions