Job Description for Temporary, Casual or Interim Positions

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Program Development Specialist</th>
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</thead>
<tbody>
<tr>
<td>Interim Job Code</td>
<td>INT084</td>
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<tr>
<td>Pay Grid</td>
<td>Temporary</td>
</tr>
<tr>
<td>Student Work Program Job Code</td>
<td>WPS084</td>
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<tr>
<td>Pay Grade</td>
<td>Level 4</td>
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</tbody>
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Job Summary
Provided specialized support and contributions to course/curriculum (re)design efforts.

Accountabilities
1. Work with teaching faculty and the Program Director in implementing a new educational program.
2. Facilitate the implementation of an online educational delivery platform.
3. Follow up on any issues, complaints or needs of instructors, TA’s and students.

Qualifications
Education:
- Master level education or above.

Experience:
- A minimum of 5 years in a senior administrative roles.
- A minimum of 3 years in higher education learning.

Working Conditions
- Typical office environment.
- Work is performed independently.

Date Revised: March 13, 2018