

ASSISTANT PROGRAM DEVELOPER**NATURE OF WORK**

This is responsible work assisting in the development, implementation and administration of adult education programs within the Division of Life Long Learning.

Work includes responsibility for assisting in the development, implementation and administration of adult education programs including seminars, workshops and conferences on community development throughout the province. Work also involves preparing promotional materials, organizing graduation ceremonies and assisting with registration arrangements. Work assignments are received in terms of special projects. Work is performed under the general supervision of the project leader and is reviewed during process and upon completion for adequacy of results.

ILLUSTRATIVE EXAMPLES OF WORK

Assists in the development of adult education programs, workshops, conferences and seminars in the areas of Business Management and Professional Education, Social and Human Development and Resource Development.

Assists project leaders in the drafting of reports and proposals pertaining to program feasibility and effectiveness, curriculum design and adult education methods and related topics; conducts literature searches to obtain necessary information.

Prepares promotional materials such as brochures and advertisements; liaises with the press and other media to arrange publicity; may promote adult education programs through radio and television interviews.

Organizes graduation ceremonies by arranging for room, refreshments, photographer and other requirements; liaises with the sponsoring group regarding such matters as the menu, guest list and seating arrangements.

Assists in planning registration procedures to ensure the provision of complete information to the public; participates in the preparation of information package and visual aids such as charts and diagrams; arranges for room and equipment requirements.

Assists in the drafting of questionnaires to gauge interest in response to adult education programs.

Performs related work as required.

REQUIREMENTS OF WORK

Some experience in adult education work; graduation with a degree from a four year college or university with major course work in the area of assignment; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Some knowledge of the philosophy, history and psychology of adult education and of the problems, procedures and methods of arranging and administering adult education programs.

Some knowledge of policies, rules, regulations, procedures and organization of the University and the Divisions of Life Long Learning.

Some knowledge of relevant literature in the field of assignment.

Some knowledge of community life in the province.

Ability to understand and work effectively with the conditions and factors of community life in the province.

Ability to work effectively as part of a closely co-ordinated team.

Ability to translate information and ideas into effective educational program content.

Ability to establish and maintain effective and productive working relationships with individuals, community groups and local organizations.

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