

**Ancillary Document 2.3.1.5.4.12**  
**Job Description: ADMINISTRATOR OF EDUCATIONAL PROGRAMS**

1. **Term of Office** – Three years concurrent with the Reporting Officer.
2. **Authority.**
  - 2.1. Reports to the Director of Education.
  - 2.2. Supports the activities of the following Educational Programs as needed:
    - 2.2.1. EGA Correspondence School
      - 2.2.1.1. Individual Correspondence Courses (ICC)
      - 2.2.1.2. Group Correspondence Courses (GCC)
    - 2.2.2. Publications
    - 2.2.3. Slides/Videos/DVD Library
    - 2.2.4. Study Boxes
    - 2.2.5. Online Studio
    - 2.2.6. Virtual Lecture Series
  - 2.3. Assists the Director of Education in recommending appointments of Chairs for the subcommittee(s) listed above.
3. **Governance.** Is familiar with job descriptions and necessary reporting forms.
4. **Program Development.** Submits ideas for development of new programs to Director of Education.
5. **Meetings/Functions at National Seminar.** Participates in Education Department functions at National Seminar, if possible.
6. **Proofreads** sections of Education Catalog relating to education programs.
7. Helps to coordinate the online presence of all activities relating to education.
8. **EGA Discussion Group.** Monitors EGA National Web Discussion Group for Education Department related matters and forwards questions, comments or suggestions to appropriate chair, officer or staff member for response.
9. **Financial.**
  - 10.1. Assists in budgeting when requested.
  - 10.2. Forwards bills as incurred or quarterly to EGA Headquarters for reimbursement; copy to the Director of Education.
10. **Public Relations.** Agrees to have name and email address published on the EGA website.
11. **Preparation for Unexpected Absence.** Has the Document/File Emergency Location Form on file at EGA Headquarters (Ancillary Document 1.5.1.7, Document/File Emergency Location Form)
12. **Successor.** Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up action.