**Program Specialist IV Standard Job Description**

**Classification Title:** Program Specialist IV

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Program Specialist IV, under general supervision, performs complex administrative and supervisory work.

**Essential Duties and Responsibilities:**

**40% Program and Event Planning & Coordination**

* Plans, develops, and implements specialized programs such as conferences, seminars, lectures, meetings, and workshops to facilitate program goals.
* Coordinates program policies and ensures compliance with federal, state, and local laws, rules, and regulations.
* Prepares and maintains reports on the effectiveness of program activities.
* Develops and recommends program guidelines, procedures, policies, rules, and regulations.
* Plans and executes events and meetings that bring together team members, collaborators, and stakeholders.
* Creates, produces, and delivers a range of promotional, educational, and informational presentations, and/or resource materials related to program activities.

**20% Program Administration and Oversight**

* Monitors project timelines and ensures tasks are completed by assigned deadlines.
* Coordinates internal planning processes by monitoring goals, creating processes, and implementing programs.
* Oversees and/or coordinates the collection, compilation, and analysis of program activity data.
* Develops, writes, edits, and presents comprehensive statistical and narrative program reports and evaluations.
* Ensures cohesive and compliant administration across the institute's projects and programs.
* Identifies and communicates emerging strengths, weaknesses, opportunities, and threats that require attention and proposes strategies.

**10% Budgeting and Financial Reporting**

* Prepares and maintains budgets, expenses, attendance, and other pertinent details for program activities.
* Works with the Director of Operations to develop and implement strategies and processes to increase organizational effectiveness.
* Manages and reports on budgets for internal programs, ensuring transparency and accuracy.

**10% Compliance and Record Management**

* Interprets policies, rules, and regulations and ensures they are followed.
* Maintains and secures records in accordance with the system’s records retention schedule.
* Researches, interprets, compiles, and responds to inquiries about rules, regulations, policies, and procedures.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Six years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Excellent verbal and written communication skills.
* Strong interpersonal, organizational, and customer service skills.
* Maintains attention to detail and utilizes sound judgment.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**