**Program Manager P12 Standard Job Description**

**Classification Title:** Program Manager P12

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Program Manager P12, under direction, plans, organizes, directs, and manages day-to-day activities, developing and implementing procedures for the administration of the program. Is responsible for overseeing and managing the initial and future planning of activities.

**Essential Duties/Tasks:**

**40% Program Management and Administration**

* Plans, organizes, directs, and manages day-to-day activities for the program.
* Develops and implements procedures for the administration of the program.
* Assists in developing strategic plans and goals to support the program.
* Assists with the development and production of materials designed for the program.
* Researches, develops, and writes white papers, grant applications, and prepares presentations.

**20% Staff Supervision and Development**

* Supervises program support staff and student assistants.
* Develops and conducts programs including leadership training, conferences, seminars, and workshops.

**10% Budget and Financial Coordination**

* Assists with yearly budgetary and contract processes.
* Prepares vouchers, purchase orders, and requisitions.
* Coordinates with accounting personnel and other support staff.

**10% Communication and Collaboration**

* Maintains and develops communications between partners by attending meetings and conference calls.

**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 or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**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**