**Program Specialist I Standard Job Description**

**Classification Title:** Program Specialist I

**FLSA Exemption Status:**Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Program Specialist I, under general supervision, performs entry-level specialist duties for a department, college, or division.

**Essential Duties and Responsibilities:**

**40% Program Planning and Coordination**

* Assists in planning, developing, implementing, coordinating, and monitoring programs and services.
* Assists in the coordination of assigned programs.
* Assists with community meetings and materials.
* Assists in planning, developing, implementing, coordinating, and monitoring specialized programs such as conferences, seminars, workshops, and meetings to facilitate program goals.
* Coordinates specialized program communications and marketing materials.
* Assists in the development of policies and procedures.
* Assists with proposal development and program reports.

**20% Program Administration and Support**

* Assists in the preparation and maintenance of budgets, special reports, and other documents.
* Creates, establishes, and maintains program files, databases, correspondence, and program materials.
* Assists with the many administrative duties required by grants, including booking travel for students, processing travel reimbursements, and managing stipends.
* Liaises with participants in the programs to ensure all administrative processes are completed correctly.

**10% Program Evaluation and Communication**

* Attends meetings and conferences to discuss the progress of assigned programs.
* Supports other program staff in evaluating the success and impact of specialized programs.
* Serves as the first point of contact for program information and coordinates responses to requests for program information via email and social media.
* Monitors and communicates with employees.

**10% Research and Industry Trends**

* Assists in researching industry programs.
* Stays abreast of engagement trends, updates, and best practices.

**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:**

* No prior experience required.

**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**