**Program Specialist II Standard Job Description**

**Classification Title:** Program Specialist II

**FLSA Exemption Status:**Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Program Specialist II, under general supervision, performs specialist duties for a department, college, or division.

**Essential Duties and Responsibilities:**

**40% Program Development and Coordination**

* Coordinates logistics for workshops and events including scheduling, venue arrangements, setup, and communications.
* Maintains the program/workshop database, completing basic data analysis and preparing regularly scheduled reports for Directors.
* Designs and maintains a database schema to organize and store data relevant to program initiatives.
* Leads in developing the annual report, summarizing achievements, milestones, and key metrics.
* Collaborates with evaluation teams, providing data insights and recommendations for program growth.
* Assists leadership with designing and implementing comprehensive program assessments.
* Oversees the collection and entry of monthly data sets for summarization and reporting.
* Coordinates outreach and engagement strategies in collaboration with internal teams and evaluates overall efforts.
* Ensures compliance with communication policies and guidelines while executing outreach tasks.

**20% Administrative Support and Team Leadership**

* Provides advanced administrative support for programs, including assistance with policy development, procedure updates, and report preparation.
* Directs a team of student employees in program support, including hiring, training, and performance evaluation.
* Assists in preparing budgets, reports, and other documents required for program operations.
* Serves as a resource for staff, assisting in program and administrative task coordination.
* Supports Center operations, providing assistance as needed across various teams.
* Coordinates communication and workflow across departments and stakeholders.

**10% Communication and Outreach**

* Coordinates the creation and distribution of communication materials, including newsletters, website updates, and other content.
* Assists in developing and executing communication processes within university guidelines.
* Maintains internal and external workshop calendars, ensuring accessibility for faculty participation.
* Collaborates with internal teams to expand and optimize marketing strategies and outreach efforts.

**10% Professional Development and Additional Duties**

* Develops and enhances a personal professional development plan to increase job knowledge and skills.
* Participates in workshops, conferences, and other professional development opportunities.

**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:**

* Two 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**