**Project Manager II Standard Job Description**

**Classification Title:** Project Manager II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Project Manager II manages project activities including developing, implementing, tracking budgets, tracking timelines and deliverables, and providing periodic evaluations and reports for projects that are generally medium in scope.

**Essential Duties and Tasks:**

**30% Project Management**

* Manages project portfolios in line with business strategies and in accordance with project management standards.
* Coordinates project resources in conjunction with resource holders and other project managers.
* Manages projects that the problem and solution may be defined moderate to achieve.
* Manages project quality control and assurance.
* Establishes goals for project delivery.

**20% Team Supervision**

* Manages and supervises project team.
* Manages at least one full-time staff member, intern, and/or part-time student worker.
* Oversees the training process for staff members’ roles.
* Creates weekly project agendas for supervised staff.
* Leads weekly (or more frequent as needed) team meetings to ensure project deadlines are met.

**15% Communication and Outreach**

* Creates and manages communication strategies and content for digital and social media platforms for recruitment and retention materials.
* Manages the formation and maintenance of social media user communities among interested participants.
* Creates and manages virtual interactive educational experiences.
* Creates and manages in-person community recruitment, educational, and engagement programs.
* Supports effective and efficient two-way communication with project participants.

**10% Budget Management**

* Provides input and monitors budget that usually has a minor to moderate impact on financial revenue and expenses.
* Works with the Senior Administrator on budget creation to support the communications team.
* Routinely reviews the cost of technical resources for maintaining social media platforms.
* Monitors project budget.

**5% Quality Assurance**

* Ensures the project group meets the needs and expectations of stakeholders and customers through data collection and utilization of data analysis to improve projects, processes and/or services.
* Manages the continual development and maintenance of a quality assurance plan(s).
* Conducts surveys, audits, and reports findings.
* Evaluates overall project performance and evaluates existing systems/services to determine if they satisfy relevant quality standards.

**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 related field 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**

**No**

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

**Yes**

**No**