**Project Specialist I Standard Job Description**

**Classification Title:** Project Specialist I

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Project Specialist I provide project management support to deliver projects within the established budget and time line.

**Essential Duties and Responsibilities:**

**40% Program and Project Development**

* Assists in the planning, developing, implementation, and evaluation of programs and projects.
* Assists in developing project budgets and preparing contracts.
* Manages budget for small projects or components of large programs under the direction of the program director.
* Participates in project development meetings, collaborating with team members to establish project goals and objectives.

**20% Project Coordination and Monitoring**

* Coordinates project activities and collaborates with project team members.
* Assists in monitoring progress toward achievement of project goals.
* Documents key decisions and tracks the progress of project activities.
* Develops measurable project goals and objectives in collaboration with team members.

**10% Reporting and Documentation**

* Assists in writing and disseminates work plans, proposals, and progress reports.
* Prepares agendas for meetings and ensures the documentation of key decisions.
* Collaborates with team members to develop project collateral such as presentations.

**10% Committee Participation and Stakeholder Engagement**

* Serves as an active participant in project-related work groups and committees.
* Disseminates project information and provides recommendations to achieve project goals.

**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:**

* None

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Ability to communicate effectively.

**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**