**Project Specialist II Standard Job Description**

**Classification Title:** Project Specialist II

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Project Specialist II provides intermediate project management support to deliver projects within the established budget and timeline.

**Essential Duties and Responsibilities:**

**40% Project Management and Coordination**

* Plans, develops, implements, and evaluates programs and projects.
* Coordinates project activities, collaborates with project team members, assists in the development of measurable project goals and objectives, and monitors progress toward achievement.
* Manages small projects or components of large programs under the direction of program director.
* Prepares agendas for meetings, documents key decisions, and collaborates with team members to develop project collateral.
* Assists with researching problems and recommending solutions for customers.
* Assists with keeping up with administrative tasks associated with the project management life cycle.

**20% Program Development and Support**

* Performs intermediate program and project development, disseminates project information, and serves as an active participant in project/program related work groups and committees.
* Provides recommendations to achieve project/program goals.
* Assists with the planning, developing, implementation, and evaluation of programs and projects.
* Assists in writing and disseminates work plans and project documents to include procedures, proposals, progress reports, and presentations.

**10% Budget and Contract Management**

* Develops project budgets and prepares contracts.
* May manage budget for small to medium projects or components of large programs under the direction of program director.

**5% Stakeholder and Risk Management**

* Works with stakeholders to qualify scope, schedules, and runs project meetings.
Identifies and clears risk and other project management related duties.

**5% Customer and Software Support**

* Assists customers using various software applications (custom in-house, third-party, and mainstream applications).

**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:**

* One year of related experience in project management.

**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**