**Project Specialist III Standard Job Description**

**Classification Title:** Project Specialist III

**FLSA Exemption Status:**Exempt

**Pay Grade:** 13

**Job Description Summary:**

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

**Essential Duties and Responsibilities:**

**40% Program and Project Management**

* Plans, develops, implements, and evaluates programs and projects.
* Develops project budgets and prepares contracts.
* Manages budgets for project or program.
* Coordinates project activities, collaborates with project team members, develops measurable project goals and objectives, and monitors progress toward achievement.

**20% Documentation and Communication**

* Prepares agendas for meetings, documents key decisions, and collaborates with team members to develop project collateral.
* Develops and disseminates work plans and project documents to include procedures, proposals, progress reports, and presentations.
* Develops and prepares training and operational manuals.

**20% Team Collaboration and Support**

* Performs advanced program and project development, disseminates project information, and serves as an active participant in project-related work groups and committees.
* Provides recommendations to achieve 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:**

* Two years 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**