

Texas A&M System-Wide Classification Description

Classification Title Code/Title: 8473/Project Specialist III

Exempt Status: Exempt

***Exemption is subject to applicable salary requirements from the Department of Labor**

Pay Grade: 13

Job Summary: Provide advanced project management support to deliver projects within the established budget and time line.

Essential Duties and Responsibilities

- 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.
- 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.
- Prepares agenda's 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.
- Performs other related duties as assigned.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's Degree. An equivalent combination of education and experience may be considered.

Experience – Two years of related experience in project management.

Knowledge, Skills, Abilities

Ability to communicate effectively.

Registration, Certification, or Licensure

Supervision Received/Given Works under general supervision and generally does not supervise.

Other Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.