Texas A&M System-Wide Classification Description

Classification Title Code/Title: 8901 - Policy and Review Coordinator

Exempt Status: Exempt

Pay Grade: 12

Job Summary: Coordinates development and updates rules, administrative procedures, guidelines and forms.

Essential Duties and Responsibilities

- Analyzes internal processes and recommends and implements procedural or policy changes. Oversee development of rules and coordinate reviews of draft system policies and regulations. Reviews, policies, procedures, and statutes. Prepares and reviews operational and special reports.
- Monitors, reviews, and evaluates compliance with programs, policies and/or procedures. Advises, assists, and conducts management reviews. Performs investigations and analysis.
- Reviews and evaluates the life cycle of confidential and sensitive data, including the collection, storage, use, transfer, retention, and destruction of information.
- Prepares and edits organizational publications, news, and information. Responds to general information inquiries. Maintains webpages.
- May perform financial analysis and approve related documents. Creates and generates reports.

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 or equivalent combination of education and experience.

Experience – Eight years of related experience.

Knowledge, Skills, Abilities

Ability to multi task and work cooperatively with others.

Demonstrate the following as a Policy and Review Coordinator:

> Ability to work independently and perform duties in a time sensitive environment. Ability to comprehend and apply rules and regulations; great attention to detail; sound judgement; strong analytical skills; strong interpersonal skills; working knowledge of Excel, Word and FAMIS. Working knowledge of higher education accounting and fiscal operations. Strong communication skills (oral and written)

Registration, Certification, or Licensure

None

Supervision Received/Given: Under general supervision and may supervise others.

Other Requirements

- None

Reviewed 9/7/17