

## Texas A&M System-Wide Classification Description

**Classification Title Code/Title: 9158/Project Specialist I**

**Exempt Status: Exempt**

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

**Pay Grade: 10**

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

### **Essential Duties and Responsibilities**

- Participates in program and project development, disseminates project information, and serves as an active participant in project related work groups and committees. Assists in providing recommendations to achieve goals.
- Assists with the planning, developing, implementation, and evaluation of programs and projects. Assists in developing project budgets and preparing contracts. May manage budget for small projects or components of large programs under the direction of program director.
- Coordinates project activities, collaborates with project team members, assists in the development of 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.
- Assists in writing and disseminates work plans and project documents to include procedures, proposals, progress reports, and presentations.
- 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* – Experience in project management preferred.

### **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.