

The University of Texas at San Antonio

Job Description

Job Title: Program Specialist
Code: 19030
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Position available in various departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To administratively coordinate programs and projects within the department.
- Scope: Responsible for assigned administrative phases of programs and projects, which may include research, data analysis, scheduling, and distribution of materials.

Duties

- Typical:
 1. Use initiative and independent judgment to relieve one or more administrators of administrative matters and decisions pertaining to assigned programs and projects. Assist administrators in establishing and attaining departmental goals and objectives.
 2. Coordinates the implementation of programs. Researches new program ideas.
 3. Creates and processes electronic documents such as purchase orders, reimbursements and travel.
 4. Collects data from various sources and analyzes for accuracy, completeness and relevance. Prepare complex, statistical, technical, financial and confidential reports, charts and graphs.
 5. Schedules and coordinates activities in assigned programs and projects.
 6. Interacts with university departments, special groups and external agencies to coordinate resources and communicate/market programs.
 7. Distributes program materials; Coordinates marketing and communication activities for program. Edit speeches, memoranda, reports and proposed publications.
 8. Develops and oversees the maintenance of office filing systems. Maintains complex and confidential files for administrators.
 9. Performs other duties as assigned.

Education

Required	Preferred
Bachelor's Degree in a related field.	N/A

Other Requirements

Required	Preferred
Criminal Background Check.	Advanced knowledge of university organizational structure, policies, rules and procedures.

Experience

Required	Preferred
Two years general administrative experience.	Similar experience with two or more years in higher education.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	N/A

Supervision

Received	Given
General supervision from administrator.	None.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and

efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.