



**University of Texas at El Paso  
Job Description**

**Job Code:** 9024  
**Job Title:** Project Specialist  
**Department:** Job may be available in different departments/divisions  
**Reports To:** In accordance with specific departmental policies  
**FLSA:** Exempt  
**Prepared by:** Human Resource Services  
**Creation/Revision:** December 14, 2010

**Summary:** Provides professional and technical skills for specialized projects and services.

**Note:** The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

**Statement of Duties and Responsibilities:**

- Participates in the development, planning, and implementation of projects programming criteria, procedures, and standards.
- Performs on-site reviews and reports activities and resolution of project operating issues with project staff.
- Serves as liaison for quality, schedule compliance, and budget allocations.
- Confers with project personnel to help facilitate problem resolutions.
- Interprets and evaluates field data and recommends revisions to project managers.
- Prepares and compares preliminary and final specifications to other documents.
- Knowledge of all Microsoft Office software and able to learn and use institutional software systems.
- Complies with all State and University policies.
- Other duties may be assigned.

**Supervisory Responsibilities:** No supervisory responsibilities

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum Education required:** Bachelor's degree from four year college or university within area of assigned responsibility.
- Minimum Experience required:** Two years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience. Use of standard computer equipment. Use of specialized software such as word processing, spreadsheet, scheduling, and estimating-HTML, JAVASCRIPT, JAVA, Webpage Builders (DreamWeaver, etc.)

**Physical Demands:** 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to feel; reach with hands and arms and talk or hear. The employee is occasionally required to walk. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.



**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.