

## Sam Houston State University Human Resources

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### Staff Classification Description – Project Manager

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**Skill Category:** Professional  
**Position (Employee) Class:** 3N546 (E1)  
**Grade:** 19  
**Date:** 01/2015

**Department:** As required by grant or project

**Education & Experience Requirements:** Minimum of master's degree in related field with strength in research methodology and familiarity with current issues in related field of study. Minimum of five years experience in professional management or equivalent in related project area. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Plans, administers, manages, or directs all activities of a grant, project, or program committed to a particular course of study. May be in complete supervision of a major segment of an exceptionally large grant.

**Supervision Given & Received:** Works under general direction. Responsible for supervision of training staff, counseling staff, support services, administrative support, and clerical staff. Reports to Project Director or Administrative Head.

**Primary Responsibilities:** Responsible for direct supervision of training staff, counselors, administrative supports, etc.; overall responsibility for the administration of the specific project; maintain liaison work with agencies and governments related to the specific project. Responsible for the development, evaluation, and effectiveness of the project(s). Performs other related duties as assigned.

**Other Specifications:** Important contacts with other university departments, state and federal agencies, and outside vendors.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**