

**SAM HOUSTON STATE UNIVERSITY  
STAFF CLASSIFICATION DESCRIPTION**

**TITLE:** Director, Student Health Center

**EEO CATEGORY:** Administrative

**JOB NUMBER:** 0-3445

**STATUS & GRADE:** E-NC

**DATE:** 08/2000

**DEPARTMENT:** Health Center

**EDUCATIONAL & EXPERIENCE REQUIREMENT:** Bachelor's Degree in Public Administration or Hospital Administration. Master's desirable. Five years administrative/management experience. Experience in hospital/health clinic environment is preferred. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** Administers all Health Clinic activities.

**SUPERVISION GIVEN & RECEIVED:** Reports to the Executive Director for Student Support Services. Provides Administrative supervision for all health center staff. The Chief Physician is responsible for all medical care and practice.

**PRIMARY RESPONSIBILITIES:** Responsible for but not limited to the following duties: Plans, directs and supervises all administrative and operational activities of the Student Health facility to include coordination of all professional activities. Insures Student Health facility operation is in compliance with University policies and directives from the Office of the Dean of Student Life, as well as, all other pertinent regulations and laws governing such an operation. Acts as Account Manager with full responsibility for budgeting, programming and expending funds to support the professional and administrative activities of the Student Health Center. Responsible for acquisition and termination of all full-time, part-time, and student employees. Prepares reports, correspondence, and maintains statistical data to include costs of the professional and nonprofessional staff, formulates operational policies and procedures. Provides leadership for educational programming of all employees. Develops administrative procedures within the Health Center including medical records maintenance and procedures for the control and release of confidential medical information. Administers the student insurance program. Responsible for the acquisition, purchase and security of medical and non-medical supplies and equipment and the renovation, maintenance and security of buildings and grounds. Responsible for implementation of medical information programs. Serves on related University and external committees as required. Responsible for coordinating and devising plans for future growth of student health services. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Contacts with other university departments, off-campus vendors, students, other university, community and medical professionals. Contact with state and national agencies and organizations.

**THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.**