Sam Houston State University Human Resources

Staff Classification Description – GO Center Counselor

Skill Category: Professional  
Position (Employee) Class: 3N261 (E1)  
Grade: 9  
Date: 10/2014

Department: Visitor Center

Educational & Experience Requirement: Bachelor’s degree with no experience required. Knowledge of Sam Houston State University student recruitment activities, admissions policies, financial aid, registration, and university procedures would be helpful. Computer skills are strongly desired. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Translates the goals and values of the university and higher education to all categories of prospective students and assist in the development and activities of the Mobile GO Center and SHSU Visitor Center.

Supervision Given & Received: Works under general supervision and may provide supervision to student employees.

Primary Responsibilities: Participates in the total academic student recruiting program and those activities involving the projection of the university’s image to the public. Assists students with their transition into the university. Maintains awareness of changing characteristics of the students and securing for the university students who can best profit from the educational opportunities offered by the university. Serves as the lead driver for the Mobile GO Center. Travels and drives in the Mobile GO Center to high schools, junior and community colleges, organizations, community events etc. as part of the total student recruiting effort. Performs all duties necessary to conduct Mobile GO Center events. Assists in scheduling Mobile GO Center events. Assists in setting up and dismantling the Mobile GO Center. Conducts research on possible Mobile GO Center grant opportunities and analyzes and interprets research results. Collects data and prepares reports on Mobile GO Center events. Assists in the daily operations of the Visitor Center. Implements the state initiative of “Closing the Gaps” by helping promote access and awareness of higher education to prospective students and the community. Conducts presentations to prospective students and assists with coordinating school group visits. Performs other related duties as assigned.

Other Specifications: Position requires extensive travel with the possibility of spending several nights away at a time, including some weekends. Incumbent must be reliable, personable, and exhibit a positive image for the department and university. Ability to communicate effectively with a varied range of visitors and work in a high traffic area with several distractions.

Position requires driving and operating a university vehicle; therefore, a valid Texas driver license and driving record acceptable to the university’s insurance carrier is required. Position requires obtaining a “Class A” Texas Commercial Driver’s License. Alertness and careful attention to driving is required.

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.