Skill Category: Professional
Position (Employee) Class: 3N224 (E1)
Grade: 14
Date: 10/2014

Department: Student Activities

Educational & Experience Requirement: Bachelor’s degree in Dance, Performing Arts, or related field. Three years dance experience to include one year collegiate coaching experience. Experience in public relations and fundraising desirable. Certification of AACCA (American Association of Cheerleading Coaches and Administrators), or must obtain certification before start of employment. Certification of CPR (Cardiopulmonary resuscitation) and First Aid, or must obtain before start of employment. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Administers all areas related to the success of the Orange Pride Dance Team. Indirectly responsible for the Cheerleading Teams and ‘Sammy the Bearkat’ mascot program.

Supervision Given & Received: Works under minimum supervision and may supervise student employees.

Primary Responsibilities: Coaches, directs, and manages student dance members of the Orange Pride Dance Team. Choreographs, monitors fitness and nutrition levels, monitors grade checks, and provides general supervision during practice sessions and performances. Contacts high school and university officials and parents regarding recruiting students. Contacts apparel vendors for maintaining team spirit wear. Duties performed will vary with the particular program, project, or area of expertise. Performs other related duties as assigned.

Other Specifications: Must possess strong interpersonal and communication skills (oral and written). Position requires organizational skills, including the ability to organize tasks, set and accomplish priorities and goals, and evaluate continuous progress toward goals. Must have aptitude in directing activities of others and large groups to accomplish goals. Requires the ability to demonstrate and clearly explain dance skills to student athletes. Must have strong administrative and management skills, the ability to troubleshoot complex situations and issues, the ability to work successfully with diverse campus populations, and the ability to function successfully in a fast-paced, often changing environment. Position requires the renewal of AACCA Certified (American Association of Cheerleading Coaches and Administrators) every two years and the renewal of CPR and First Aid Certification every two years. Must have proficiency in all phases of work. Position is required to work evenings and weekends at various university sporting events, and work schedule may vary from normal working hours as required by special projects. 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. This position may be designated as a Campus Security Authority (CSA).

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.