

**Sam Houston State University
Job Specification List**

Title	Grade	Status	Position Class Code	Occupational Category	Education	Experience
Clerical Assistant	1	N	5N150	Clerical	Less Than High School	NONE
Staff Aid	1	N	7N310; 7N309	Service/Maintenance	Less Than High School	NONE
Clerk I	2	N	5N151; 5N165; 5N148	Clerical	High School - GED	NONE
Accounting Clerk I	3	N	5N101	Clerical	High School - GED	ONE YEAR
Athletic Assistant	3	N	7N100; 7N101	Service/Maintenance	High School - GED	ONE YEAR
Custodian	3	N	7N141; 7N143	Service/Maintenance	Less Than High School	SIX MONTHS
Farm Hand	3	N	7N160	Service/Maintenance	Less Than High School	SIX MONTHS
Golf Course Greenskeeper	3	N	7N180	Service/Maintenance	Less Than High School	SIX MONTHS
Groundskeeper	3	N	7N202	Service/Maintenance	Less Than High School	SIX MONTHS
Hotel Service Worker	3	N	7N242	Service/Maintenance	Less Than High School	SIX MONTHS
Laborer II	3	N	7N261	Service/Maintenance	Less Than High School	SIX MONTHS
Mail Clerk I	3	N	5N280	Clerical	High School - GED	ONE YEAR
Registrar Assistant I	3	N	5N340; 3N343	Clerical	High School - GED	ONE YEAR
Staff Assistant I	3	N	5N163; 5N160	Clerical	High School - GED	ONE YEAR
Admissions Clerk I	4	N	5N121	Clerical	High School - GED	TWO YEARS
Art Audio/Visual Librarian	4	N	5N130	Clerical	High School - GED	TWO YEARS
Bindery Worker	4	N	7N120	Service/Maintenance	High School - GED	TWO YEARS
Clerk II	4	N	5N152; 5N164	Clerical	High School - GED	TWO YEARS
Farm Hand, Resident	4	N	7N161	Service/Maintenance	High School - GED	TWO YEARS
Financial Aid Assistant I	4	N	5N200; 5N206	Clerical	High School - GED	TWO YEARS
Library Assistant I	4	N	5N260; 5N261	Clerical	High School - GED	TWO YEARS
Secretary I	4	N	5N156; 5N157	Clerical	High School - GED	TWO YEARS
Staff Laboratory Assistant	4	N	7N320; 7N321	Service/Maintenance	High School - GED	ONE YEAR
Accounting Clerk II	5	N	5N102; 5N104	Clerical	High School - GED	THREE YEARS
Admissions Clerk II	5	N	5N122	Clerical	High School - GED	ONE YEAR
Cashier	5	N	5N140	Clerical	High School - GED	THREE YEARS
Custodian, Lead	5	N	7N142	Service/Maintenance	High School - GED	TWO YEARS
Duplicating Equipment Operator	5	N	7N121	Service/Maintenance	High School - GED	THREE YEARS
Financial Aid Assistant II	5	N	5N201	Clerical	High School - GED	THREE YEARS

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Grounds Crewleader	5	N	7N200	Service/Maintenance	High School - GED	THREE YEARS
Groundskeeper Specialist	5	N	7N203	Service/Maintenance	High School - GED	THREE YEARS
Hotel Cafe Worker	5	N	7N240	Service/Maintenance	High School - GED	TWO YEARS
Human Resources Clerk	5	N	5N241	Clerical	High School - GED	THREE YEARS
Laborer III	5	N	7N262	Service/Maintenance	High School - GED	THREE YEARS
Museum Collections Registrar	5	N	5N301	Clerical	High School - GED	THREE YEARS
Museum Historical Interpreter I	5	N	5N302	Clerical	High School - GED	THREE YEARS
Registrar Assistant II	5	N	5N341	Clerical	High School - GED	THREE YEARS
Secretary II	5	N	5N158	Clerical	High School - GED	THREE YEARS
Staff Assistant II	5	N	5N161	Clerical	High School - GED	THREE YEARS
Utility Worker	5	N	7N340	Service/Maintenance	High School - GED	THREE YEARS
Vending Routeperson	5	N	7N351	Service/Maintenance	High School - GED	THREE YEARS
Admissions Clerk III	6	N	5N123	Clerical	High School - GED	FOUR YEARS
Clerk III	6	N	5N153, 5N168; 5N147	Clerical	High School - GED	FOUR YEARS
Donor Records Specialist	6	N	5N180	Clerical	High School - GED	FOUR YEARS
Financial Aid Assistant III	6	N	5N202	Clerical	High School - GED	FOUR YEARS
Golf Course Mechanic	6	N	7N181	Service/Maintenance	High School - GED	THREE YEARS
Police Communications Specialist	6	N	4N250	Technical/Para-Professional	High School - GED	TWO YEARS
Accounting Clerk III	7	N	5N103	Clerical	High School - GED	FOUR YEARS
Audio-Visual Technician	7	N	4N121	Technical/Para-Professional	High School - GED	THREE YEARS
Hotel Service Supervisor	7	N	7N241	Service/Maintenance	High School - GED	THREE YEARS
Human Resources Assistant	7	N	5N240	Clerical	High School - GED	FIVE YEARS
Library Assistant II	7	N	5N262; 5N263	Clerical	Associate Degree	NONE
Mail Clerk III	7	N	5N281	Clerical	High School - GED	FOUR YEARS
Museum Historical Interpreter II	7	N	5N303	Clerical	Associate Degree	ONE YEAR
Nurse, Licensed Vocational	7	N	4N221	Technical/Para-Professional	High School - GED	THREE YEARS
Registrar Assistant III	7	N	5N342	Clerical	High School - GED	FIVE YEARS
Secretary III	7	N	5N159; 5N167	Clerical	High School - GED	FIVE YEARS
Staff Assistant III	7	N	5N149; 5N162	Clerical	High School - GED	FIVE YEARS

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Transcript Evaluator	7	N	5N124	Clerical	Associate Degree	NONE
Accounting Clerk IV	8	N	5N105	Clerical	High School - GED	FOUR YEARS
Administrative Secretary	8	N	5N120	Clerical	Associate Degree	TWO YEARS
Administrative Technician	8	N	4N100	Technical/Para-Professional	Associate Degree	TWO YEARS
Dance Costume Design Specialist	8	N	4N170	Technical/Para-Professional	High School - GED	FIVE YEARS
Maintenance Specialist	8	N	6N105	Skilled Craft	High School - GED	FOUR YEARS
Painter	8	N	6N106	Skilled Craft	High School - GED	FOUR YEARS
Plant Mechanic	8	N	6N107	Skilled Craft	High School - GED	FOUR YEARS
Press Operator I	8	N	6N150	Skilled Craft	High School - GED	FOUR YEARS
Purchasing Assistant	8	N	5N322	Clerical	Associate Degree	ONE YEAR
Sign Language Interpreter	8	N	4N280	Technical/Para-Professional	High School - GED	TWO YEARS
Storekeeper	8	N	7N330	Service/Maintenance	High School - GED	FOUR YEARS
Theatre Production Coordinator	8	E	3N968	Professional	Associate Degree	ONE YEAR
Vending Mechanic	8	N	7N350	Service/Maintenance	High School - GED	FOUR YEARS
Welder/Mechanic	8	N	6N109	Skilled Craft	High School - GED	FOUR YEARS
A/C & Refrigeration Mechanic	9	N	6N100	Skilled Craft	High School - GED	FIVE YEARS
Administrative Assistant	9	N	4N101	Technical/Para-Professional	Bachelor's Degree	NONE
Admissions Counselor	9	E	3N591	Professional	Bachelor's Degree	NONE
Assistant Golf Course Superintendent	9	E	3N241	Professional	Bachelor's Degree	NONE
Assistant Golf Professional	9	E	3N240	Professional	Bachelor's Degree	NONE
Automotive Mechanic	9	N	6N101	Skilled Craft	High School - GED	FIVE YEARS
Career Services Employment Specialist	9	E	3N652	Professional	Bachelor's Degree	NONE
Carpenter	9	N	6N102	Skilled Craft	High School - GED	FIVE YEARS
Computer Systems Technician	9	N	4N132	Technical/Para-Professional	Two yrs of College (60 hrs)	ONE YEAR
Controls Technician	9	N	4N150	Technical/Para-Professional	High School - GED	FOUR YEARS
Custodial Foreperson	9	N	7N140	Service/Maintenance	High School - GED	SIX YEARS
Electrician	9	N	6N103	Skilled Craft	High School - GED	FIVE YEARS
Electronic Systems Specialist	9	N	4N180	Technical/Para-Professional	High School - GED	FOUR YEARS
Financial Aid Counselor	9	E	3N554	Professional	Bachelor's Degree	NONE

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Fire Safety Systems Specialist	9	N	4N200; 4N201	Technical/Para-Professional	High School - GED	FOUR YEARS
Food Service Equipment Specialist	9	N	6N120	Skilled Craft	High School - GED	FIVE YEARS
GO Center Counselor	9	E	3N261	Professional	Bachelor's Degree	NONE
Graphics Coordinator Specialist	9	N	4N122	Technical/Para-Professional	Bachelor's Degree	NONE
Grounds Foreperson	9	N	7N199	Skilled Craft	High School - GED	SIX YEARS
Grounds Irrigation Supervisor	9	N	7N201	Service/Maintenance	High School - GED	FOUR YEARS
Library Associate	9	N	4N268	Technical/Para-Professional	Bachelor's Degree	NONE
Library Business Manager	9	E	3N761	Professional	Bachelor's Degree	NONE
Locksmith	9	N	4N210	Technical/Para-Professional	High School - GED	FIVE YEARS
Office Supervisor	9	E	3N110	Professional	Bachelor's Degree	NONE
Online Admissions Counselor	9	E	3N808	Professional	Bachelor's Degree	NONE
Phonathon Manager	9	E	3N532	Professional	Bachelor's Degree	NONE
Piano Accompanist	9	E	3N361	Professional	Bachelor's Degree	NONE
Plumber	9	N	6N108	Skilled Craft	High School - GED	FIVE YEARS
Reservations Coordinator	9	E	3N400	Professional	Bachelor's Degree	NONE
Residence Hall Director	9	E	3N406	Professional	Bachelor's Degree	ONE YEAR
Software Technician I	9	N	4N336	Technical/Para-Professional	High School - GED	ONE YEAR
Staff Associate I	9	N	4N182; 4N187	Technical/Para-Professional	Bachelor's Degree	ONE YEAR
Telecommunications Specialist I	9	N	4N310	Technical/Para-Professional	Two yrs of College (60 hrs)	TWO YEARS
Theatre Costume Shop Supervisor	9	E	3N966	Professional	Bachelor's Degree	NONE
Theatre Manager	9	E	3N967	Professional	Bachelor's Degree	NONE
Visitor Center Counselor	9	E	3N262	Professional	Bachelor's Degree	NONE
Web & Media Developer I	9	N	4N341	Technical/Para-Professional	High School - GED	ONE YEAR
Academic Advising Specialist	10	E	3N050	Professional	Bachelor's Degree	ONE YEAR
Accountant I	10	E	3N101	Professional	Bachelor's Degree	ONE YEAR
Assistant Agricultural Resources Manager	10	E	3N621	Professional	Bachelor's Degree	ONE YEAR
Athletic Compliance Coordinator	10	E	3N215	Professional	Bachelor's Degree	ONE YEAR
Athletic Equipment Coordinator	10	E	3N216	Professional	Bachelor's Degree	ONE YEAR

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Athletic Facilities Coordinator	10	E	3N217	Professional	Bachelor's Degree	ONE YEAR
Athletic Media Services Coordinator	10	E	3N218	Professional	Bachelor's Degree	ONE YEAR
Audits & Analysis Office Coordinator	10	N	4N113	Technical/Para-Professional	Associate Degree	TWO YEARS
Cashier Office Assistant Manager	10	N	4N114	Technical/Para-Professional	Bachelor's Degree	ONE YEAR
Coliseum Operations Coordinator	10	E	3N996	Professional	Bachelor's Degree	ONE YEAR
Communications Writer	10	E	3N603	Professional	Bachelor's Degree	ONE YEAR
Computer-Aided Design (CAD) Operator	10	E	3N497	Professional	Bachelor's Degree	ONE YEAR
Financial Aid Counselor, Senior	10	E	3N555	Professional	Bachelor's Degree	ONE YEAR
Grant Specialist	10	N	4N118	Technical/Para-Professional	Bachelor's Degree	ONE YEAR
Horticulturist	10	E	3N085	Professional	Bachelor's Degree	TWO YEARS
Houstonian Business Manager	10	E	3N608	Professional	Bachelor's Degree	ONE YEAR
Human Resources Associate	10	N	4N160	Technical/Para-Professional	Associate Degree	TWO YEARS
Institutional Assessment Coordinator	10	E	3N740	Professional	Bachelor's Degree	ONE YEAR
Institutional Research Analyst I	10	E	3N741	Professional	Bachelor's Degree	ONE YEAR
International Student & Scholar Advisor	10	E	3N062	Professional	Bachelor's Degree	NONE
Intramural and Club Sports Coordinator	10	E	3N997	Professional	Bachelor's Degree	ONE YEAR
Mental Health Counselor Postgrad	10	E	3N676	Professional	Master's Degree	NONE
Museum Marketing Coordinator	10	E	3N681	Professional	Bachelor's Degree	TWO YEARS
Press Operator II	10	N	6N151	Skilled Craft	High School - GED	FOUR YEARS
Purchaser I	10	E	3N831	Professional	Bachelor's Degree	ONE YEAR
Registrar Associate	10	N	4N181	Technical/Para-Professional	Bachelor's Degree	ONE YEAR
Residence Life Area Coordinator	10	E	3N401	Professional	Bachelor's Degree	ONE YEAR
Residence Life Office Coordinator	10	E	3N403	Professional	Bachelor's Degree	ONE YEAR
Senior Donor Records Specialist	10	N	4N290	Technical/Para-Professional	Bachelor's Degree	TWO YEARS
Study Abroad Coordinator	10	E	3N061; 3N595	Professional	Bachelor's Degree	ONE YEAR
Traditions Camp and Outdoor Coordinator	10	E	3N345	Professional	Bachelor's Degree	TWO YEARS
Transcript Evaluator, Senior	10	E	3N259	Professional	Bachelor's Degree	ONE YEAR
University Camp Supervisor	10	E	3N344	Professional	Bachelor's Degree	TWO YEARS
Vehicle Fleet Manager	10	E	3N392	Professional	High School - GED	EIGHT YEARS

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Administrative Assistant, Senior	11	N	4N102	Technical/Para-Professional	Bachelor's Degree	TWO YEARS
Administrative Technician, Senior	11	N	4N103	Technical/Para-Professional	Bachelor's Degree	TWO YEARS
Admissions Counselor, Senior	11	E	3N593	Professional	Bachelor's Degree	TWO YEARS
Chemistry Inventory & Safety Coordinator	11	E	3N990	Professional	Bachelor's Degree	ONE YEAR
Correspondence Program Coordinator	11	E	3N030	Professional	Bachelor's Degree	TWO YEARS
Criminal Justice Conference Ctr & Travel Coordinator	11	N	4N115	Technical/Para-Professional	Bachelor's Degree	TWO YEARS
Custodial Services Supervisor	11	E	3N041	Professional	High School - GED	EIGHT YEARS
English Language Institute Training Specialist	11	N	4N303; 4N304; 4N305	Technical/Para-Professional	Master's Degree	TWO YEARS
Enrollment Management Counselor	11	E	3N902	Professional	Bachelor's Degree	TWO YEARS
Financial Aid Analyst	11	N	4N116	Technical/Para-Professional	Bachelor's Degree	TWO YEARS
Financial Aid Coordinator	11	E	3N553	Professional	Bachelor's Degree	TWO YEARS
Grounds Service Supervisor	11	E	3N052	Professional	High School - GED	SEVEN YEARS
Mail Services Manager	11	E	3N800	Professional	Bachelor's Degree	TWO YEARS
Medical Technician	11	N	4N220	Technical/Para-Professional	Associate Degree	FOUR YEARS
Multicultural & International Student Services Coordinator	11	E	3N365	Professional	Bachelor's Degree	ONE YEAR
Photo Setter Programmer	11	N	4N240	Technical/Para-Professional	Associate Degree	TWO YEARS
Police Officer	11	N	7N221	Service/Maintenance	Two yrs of College (60 hrs)	NONE
Prepress Technician	11	N	4N270	Technical/Para-Professional	Associate Degree	TWO YEARS
Registrar Communications Specialist	11	E	3N253	Professional	Bachelor's Degree	TWO YEARS
Staff Associate II	11	N	4N183; 4N186; 4N188	Technical/Para-Professional	Bachelor's Degree	TWO YEARS
Student Center Operations Supervisor	11	E	3N872	Professional	Bachelor's Degree	TWO YEARS
Technology Specialist	11	N	4N300	Technical/Para-Professional	Associate Degree	TWO YEARS
Accountant II	12	E	3N102	Professional	Bachelor's Degree	TWO YEARS
ADA Student Coordinator	12	E	3N673	Professional	Bachelor's Degree	TWO YEARS
Administrative Budget Manager for Enrollment Management	12	E	3N903	Professional	Bachelor's Degree	TWO YEARS

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Alcohol & Drug Abuse Initiative Coordinator	12	E	3N071	Professional	Bachelor's Degree	TWO YEARS
Assistant Director for LSC Operations	12	E	3N870	Professional	Bachelor's Degree	TWO YEARS
Assistant Director, Recreational Sports	12	E	3N341	Professional	Bachelor's Degree	TWO YEARS
Athletic Trainer Assistant	12	E	3N220	Professional	Bachelor's Degree	TWO YEARS
Center for Leadership & Service Program Coordinator	12	E	3N785	Professional	Bachelor's Degree	TWO YEARS
Coach Associate	12	E	3N202; 3N223	Professional	Bachelor's Degree	TWO YEARS
Computer Operations Supervisor I	12	E	3N451	Professional	Bachelor's Degree	ONE YEAR
Contract Research Administrator	12	E	3N500	Professional	Bachelor's Degree	TWO YEARS
Dance Technical Coordinator	12	E	3N972	Professional	Bachelor's Degree	TWO YEARS
Development Research Analyst	12	E	3N602	Professional	Bachelor's Degree	TWO YEARS
English Language Institute Coordinator	12	E	3N060	Professional	Bachelor's Degree	TWO YEARS
Graphics Coordinator	12	E	3N604	Professional	Bachelor's Degree	THREE YEARS
Health Center Programming Coordinator	12	E	3N090	Professional	Bachelor's Degree	TWO YEARS
HIDTA Intelligence Analyst I	12	N	4N211	Technical/Para-Professional	Bachelor's Degree	ONE YEAR
Legal Assistant, Texas Forensics Science Commission	12	N	4N269	Technical/Para-Professional	Associate Degree	FOUR YEARS
Museum Curator of Exhibits	12	E	3N680	Professional	Bachelor's Degree	THREE YEARS
Music Technical Coordinator	12	E	3N360	Professional	Bachelor's Degree	TWO YEARS
Nurse, Registered	12	E	3N092	Professional	Bachelor - Nursing	TWO YEARS
Online Admissions Counselor Coordinator	12	E	3N807	Professional	Bachelor's Degree	TWO YEARS
Parent Relations and Programming Coordinator for Dean of Students	12	E	3N350	Professional	Bachelor's Degree	TWO YEARS
Performing Arts Ticket Office Manager	12	E	3N364	Professional	Bachelor's Degree	TWO YEARS
Registrar Publications Coordinator	12	E	3N254	Professional	Bachelor's Degree	TWO YEARS
Senior Visitor Center Counselor	12	E	3N267	Professional	Bachelor's Degree	TWO YEARS
Staff Postdoctoral Research Intern	12	E	3N675	Professional	PhD	NONE
Student Activities Program Coordinator	12	E	3N782	Professional	Bachelor's Degree	TWO YEARS

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Student Money Management Center Program Coordinator	12	E	3N866	Professional	Bachelor's Degree	TWO YEARS
Teacher Education Certification Officer	12	E	3N398	Professional	Bachelor's Degree	TWO YEARS
Technology Inventory Specialist	12	N	4N345	Technical/Para-Professional	Bachelor's Degree	TWO YEARS
Technology Support Specialist II	12	N	4N346	Technical/Para-Professional	Bachelor's Degree	ONE YEAR
Testing Center Coordinator	12	E	3N260	Professional	Bachelor's Degree	THREE YEARS
Theatre Technical Coordinator	12	E	3N965	Professional	Bachelor's Degree	TWO YEARS
Video Producer	12	E	3N813	Professional	Bachelor's Degree	NONE
Visitor Center Coordinator	12	E	3N682	Professional	Bachelor's Degree	TWO YEARS
Web Developer	12	N	4N340	Technical/Para-Professional	Associate Degree	TWO YEARS
Administrative Coordinator	13	N	4N104	Technical/Para-Professional	Bachelor's Degree	THREE YEARS
Assistant Director of Academic Support Programs	13	E	3N570	Professional	Bachelor's Degree	THREE YEARS
Assistant Director of Communications	13	E	3N601	Professional	Bachelor's Degree	THREE YEARS
Assistant Director of Student Activities	13	E	3N955	Professional	Bachelor's Degree	THREE YEARS
Assistant Director, Career Services	13	E	3N650	Professional	Bachelor's Degree	THREE YEARS
Assistant Director, Residence Life	13	E	3N404	Professional	Bachelor's Degree	THREE YEARS
C J Publications Officer	13	E	3N703	Professional	Bachelor's Degree	THREE YEARS
Cashier Office Manager	13	E	3N986	Professional	Bachelor's Degree	THREE YEARS
Graduate Admissions Coordinator	13	E	3N594	Professional	Master's Degree	TWO YEARS
Housing Facilities Manager	13	E	3N405	Professional	Bachelor's Degree	THREE YEARS
Library Systems Coordinator	13	E	3N762	Professional	Bachelor's Degree	ONE YEAR
MCM Broadcast Operations General Manager	13	E	3N610	Professional	Master's Degree	ONE YEAR
Payroll Accountant II	13	E	3N518	Professional	Bachelor's Degree	TWO YEARS
Payroll Specialist	13	N	4N119	Technical/Para-Professional	Bachelor's Degree	TWO YEARS
Property Coordinator	13	E	3N834	Professional	Bachelor's Degree	THREE YEARS
Purchaser II	13	E	3N832	Professional	Bachelor's Degree	THREE YEARS
Veterans Resource Center Coordinator	13	E	3N256	Professional	Bachelor's Degree	THREE YEARS

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Veterans Resource Center Recruiting Coordinator	13	E	3N257	Professional	Bachelor's Degree	THREE YEARS
Accountant III	14	E	3N103; 3N105	Professional	Bachelor's Degree	FOUR YEARS
Accounts Payable Coordinator	14	E	3N104	Professional	Bachelor's Degree	THREE YEARS
Assistant Athletic Director for Development	14	E	3N222	Professional	Bachelor's Degree	FOUR YEARS
Assistant Athletic Director for Ticket Operations	14	E	3N214	Professional	Bachelor's Degree	FOUR YEARS
Assistant Director for Alumni Membership & Marketing	14	E	3N530	Professional	Bachelor's Degree	THREE YEARS
Assistant Director of Annual Giving	14	E	3N600	Professional	Bachelor's Degree	THREE YEARS
Budget Analyst	14	E	3N371	Professional	Bachelor's Degree	THREE YEARS
Campus Energy Manager	14	E	3N975	Professional	Bachelor's Degree	FOUR YEARS
Campus Space Planner	14	E	3N082	Professional	Bachelor's Degree	FOUR YEARS
Continuing Education Coordinator	14	E	3N020	Professional	Bachelor's Degree	FOUR YEARS
Course Scheduling Associate	14	N	4N116	Technical/Para-Professional	Bachelor's Degree	THREE YEARS
Criminal Justice Marketing Coordinator	14	E	3N702	Professional	Bachelor's Degree	FOUR YEARS
Database Administrator I	14	E	3N460	Professional	Bachelor's Degree	ONE YEAR
Enrollment Management Marketing	14	E	3N705	Professional	Bachelor's Degree	FOUR YEARS
Environmental, Health & Safety Coordinator	14	E	3N070	Professional	Bachelor's Degree	THREE YEARS
Facility Project Coordinator	14	E	3N081	Professional	Bachelor's Degree	FOUR YEARS
Financial Aid Analyst, Senior	14	E	3N552	Professional	Bachelor's Degree	FOUR YEARS
General Accounting Coordinator	14	E	3N520	Professional	Bachelor's Degree	THREE YEARS
MCM Chief Engineer	14	E	3N611	Professional	Bachelor's Degree	FOUR YEARS
Network Analyst	14	N	4N335	Technical/Para-Professional	Associate Degree or Two yrs (60 hours)	ONE YEAR
Network Analyst I	14	N	4N331	Technical/Para-Professional	Bachelor's Degree	ONE YEAR
Parent/New Student Programs Coordinator	14	E	3N598	Professional	Bachelor's Degree	THREE YEARS

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PGA/PGM Internship Coordinator	14	E	3N244	Professional	Bachelor's Degree	THREE YEARS
Police Sergeant	14	N	4N251	Technical/Para-Professional	Associate Degree	FIVE YEARS
Police Supervisor	14	N	3N382	Professional	Associate Degree	FOUR YEARS
Programmer Analyst I	14	E	3N483	Professional	Bachelor's Degree	ONE YEAR
Rodeo Coach	14	E	3N410	Professional	Bachelor's Degree	FOUR YEARS
SBDC Training Coordinator	14	E	3N431	Professional	Bachelor's Degree	FOUR YEARS
Senior Assistant Director, Recreational Sports	14	E	3N343	Professional	Bachelor's Degree	THREE YEARS
Senior Institutional Research Analyst	14	E	3N743	Professional	Bachelor's Degree	FOUR YEARS
Software Technician II	14	N	4N337	Technical/Para-Professional	Associate Degree	TWO YEARS
Staff Associate III	14	N	4N184	Technical/Para-Professional	Bachelor's Degree	FOUR YEARS
System Analyst I	14	E	3N488	Professional	Bachelor's Degree	ONE YEAR
University Warehouse/Receiving Manager	14	E	3N385	Professional	Bachelor's Degree	FOUR YEARS
Web & Media Developer II	14	N	4N342	Technical/Para-Professional	Associate Degree	TWO YEARS
Web Administrator II	14	E	3N479	Professional	Bachelor's Degree	ONE YEAR
Administrative Coordinator, Senior	15	N	4N105	Technical/Para-Professional	Bachelor's Degree	FIVE YEARS
Agricultural Resources Manager	15	E	3N620	Professional	Bachelor's Degree	FIVE YEARS
Assistant Baseball Coach	15	E	3N202	Professional	Master's Degree	FOUR YEARS
Assistant Director of Creative Services	15	E	3N999	Professional	Bachelor's Degree	FOUR YEARS
Assistant Director of Honors College	15	E	3N956	Professional	Bachelor's Degree	FOUR YEARS
Assistant Director of Marketing	15	E	3N998	Professional	Bachelor's Degree	FOUR YEARS
Assistant Director of Undergraduate Admissions	15	E	3N590	Professional	Bachelor's Degree	THREE YEARS
Assistant Director, Bearkat Onecard Services	15	E	3N860	Professional	Bachelor's Degree	FOUR YEARS
Assistant Director, Financial Aid	15	E	3N556	Professional	Bachelor's Degree	FIVE YEARS
Assistant Director, Sam Houston Press	15	E	3N935	Professional	Bachelor's Degree	FIVE YEARS
Assistant Registrar	15	E	3N250	Professional	Bachelor's Degree	FIVE YEARS
Assistant Softball Coach	15	E	3N200	Professional	Master's Degree	FOUR YEARS
Assistant Volleyball Coach	15	E	3N200	Professional	Master's Degree	FOUR YEARS

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Title	Grade	Status	Position Class Code	Occupational Category	Education	Experience
Asst to the VP for Enrollment Management for On-Campus Recruitment	15	E	3N901	Professional	Bachelor's Degree	FOUR YEARS
Athletic Trainer	15	E	3N219	Professional	Master's Degree	FIVE YEARS
Career Services Counselor	15	E	3N651	Professional	Master's Degree	ONE YEAR
CJ Business Manager	15	E	3N700	Professional	Bachelor's Degree	FIVE YEARS
Coach, Assistant Football	15	E	3N200	Professional	Master's Degree	FOUR YEARS
Coach, Strength	15	E	3N221	Professional	Master's Degree	FOUR YEARS
Computer Maintenance Supervisor	15	E	3N450	Professional	Bachelor's Degree	TWO YEARS
Computer Operations Supervisor II	15	E	3N452	Professional	Bachelor's Degree	TWO YEARS
Construction Inspector/Observer Senior	15	E	3N015	Professional	Bachelor's Degree	FIVE YEARS
Financial Accounting & Reporting Manager	15	E	3N523	Professional	Bachelor's Degree	FIVE YEARS
Forensic Scientist I	15	E	3N731	Professional	Bachelor's Degree	ONE YEAR
HIDTA Intelligence Analyst II	15	N	4N212	Technical/Para-Professional	Bachelor's Degree	THREE YEARS
Human Resources Specialist	15	N	4N159	Technical/Para-Professional	Bachelor's Degree	FOUR YEARS
Laboratory Coordinator/Life Sciences	15	E	3N097	Professional	Master's Degree	THREE YEARS
On-Campus Recruitment Manager	15	E	3N900	Professional	Bachelor's Degree	FOUR YEARS
Performing Arts Center Facilities Manager	15	E	3N969	Professional	Bachelor's Degree	FIVE YEARS
Reading Specialist	15	E	3N016	Professional	Master's Degree	FIVE YEARS
Technology Support Specialist III	15	N	4N347	Technical/Para-Professional	Bachelor's Degree	TWO YEARS
Travel Manager	15	E	3N525	Professional	Bachelor's Degree	FIVE YEARS
Vending Services Manager	15	E	3N395	Professional	Bachelor's Degree	FIVE YEARS
Assistant Dean of Students	16	E	3N230	Professional	Master's Degree	THREE YEARS
Assistant Director, Student Financial	16	E	3N945	Professional	Bachelor's Degree	FIVE YEARS
Assistant to Associate Vice President for Human Resources and Risk Management	16	N	4N162	Technical/Para-Professional	Bachelor's Degree	FIVE YEARS
Assistant to Associate Vice President of Information Resources	16	N	4N107	Technical/Para-Professional	Bachelor's Degree	FIVE YEARS
Assistant to the Dean	16	N	4N108	Technical/Para-Professional	Bachelor's Degree	FOUR YEARS
Associate Director of Recreational Sports	16	E	3N340	Professional	Bachelor's Degree	FIVE YEARS

**Sam Houston State University
Job Specification List**

Title	Grade	Status	Position Class Code	Occupational Category	Education	Experience
Associate Director of Student Activities	16	E	3N783	Professional	Bachelor's Degree	FIVE YEARS
Associate Director, Center for Rural Studies	16	E	3N321	Professional	Master's Degree	THREE YEARS
Associate Registrar	16	E	3N251	Professional	Bachelor's Degree	FIVE YEARS
Coach, Head Bowling	16	E	3N204	Professional	Master's Degree	FIVE YEARS
Coach, Head Golf	16	E	3N206	Professional	Master's Degree	FIVE YEARS
Coach, Head Soccer	16	E	3N208	Professional	Master's Degree	FIVE YEARS
Coach, Head Softball	16	E	3N209	Professional	Master's Degree	FIVE YEARS
Coach, Head Tennis	16	E	3N210	Professional	Master's Degree	FIVE YEARS
Coach, Head Track	16	E	3N211	Professional	Master's Degree	FIVE YEARS
Coach, Head Volleyball	16	E	3N212	Professional	Master's Degree	FIVE YEARS
Counseling Psychologist	16	E	3N671	Professional	Master's Degree	THREE YEARS
Database Administrator II	16	E	3N461	Professional	Bachelor's Degree	THREE YEARS
Enterprise Resource Planning (ERP) Analyst I	16	E	3N509	Professional	Bachelor's Degree	ONE YEAR
Enterprise Resource Planning (ERP) Database Administrator I	16	E	3N505	Professional	Bachelor's Degree	ONE YEAR
Forensic Scientist II	16	E	3N732	Professional	Bachelor's Degree	TWO YEARS
Network Architect I	16	E	3N501	Professional	Bachelor's Degree	ONE YEAR
Police Supervisor, Senior	16	E	3N383	Professional	Bachelor's Degree	SIX YEARS
Programmer Analyst II	16	E	3N484	Professional	Bachelor's Degree	THREE YEARS
System Analyst II	16	E	3N489	Professional	Bachelor's Degree	THREE YEARS
Tax Specialist	16	N	4N185	Technical/Para-Professional	Bachelor's Degree	FOUR YEARS
Technology Coordinator	16	E	3N473	Professional	Bachelor's Degree	FIVE YEARS
Telecommunications Specialist II	16	N	4N348	Technical/Para-Professional	Bachelor's Degree	THREE YEARS
Assistant Director, Parking & Transportation	17	E	3N880	Professional	Bachelor's Degree	FIVE YEARS
Assistant Director of Payroll & Tax Specialization	17	E	3N519	Professional	Bachelor's Degree	FIVE YEARS
Assistant Director, University Police	17	E	3N881	Professional	Bachelor's Degree	FIVE YEARS

**Sam Houston State University
Job Specification List**

Title	Grade	Status	Position Class Code	Occupational Category	Education	Experience
Associate Athletic Director for Finance	17	E	3N304	Professional	Bachelor's Degree	SIX YEARS
Associate Athletic Director for Operations	17	E	3N303	Professional	Master's Degree	SIX YEARS
Associate Athletic Director for Student Services	17	E	3N302	Professional	Master's Degree	SIX YEARS
Associate Director of Academic Advising	17	E	3N320	Professional	Master's Degree	THREE YEARS
Associate Director of Enrollment Marketing	17	E	3N329	Professional	Bachelor's Degree	FIVE YEARS
Associate Director of SHSU Online Marketing	17	E	3N606	Professional	Bachelor's Degree	FIVE YEARS
Custodial/Grounds Services Manager	17	E	3N040	Professional	Bachelor's Degree	FIVE YEARS
Data Center Operations Supervisor	17	E	3N466	Professional	Bachelor's Degree	TWO YEARS
Facility Architect	17	E	3N080	Professional	Bachelor's Degree	FIVE YEARS
Golf Course Superintendent	17	E	3N242	Professional	Bachelor's Degree	FIVE YEARS
Graphics Designer	17	E	3N605	Professional	Bachelor's Degree	THREE YEARS
Head Golf Professional	17	E	3N243	Professional	Bachelor's Degree	FIVE YEARS
Information Resources Project Coordinator I	17	E	3N471	Professional	Bachelor's Degree	THREE YEARS
Out-of-State Admissions Counselor Coordinator	17	E	3N597	Professional	Bachelor's Degree	FIVE YEARS
Project Coordinator	17	E	3N545	Professional	Bachelor's Degree	FIVE YEARS
Senior Auditor	17	E	3N181	Professional	Bachelor's Degree	FOUR YEARS
Web Administrator III	17	E	3N480	Professional	Bachelor's Degree	FOUR YEARS
Assistant to the Associate Provost	18	N	4N106	Technical/Para-Professional	Bachelor's Degree	FIVE YEARS
Associate Athletic Director for External Operations	18	E	3N300	Professional	Master's Degree	SIX YEARS
Coach, Head Women's Basketball	18	E	3N213	Professional	Master's Degree	FIVE YEARS
Computer Services Lab Supervisor	18	E	3N453	Professional	Bachelor's Degree	FIVE YEARS
Database Administrator III	18	E	3N462	Professional	Bachelor's Degree	FIVE YEARS
Enterprise Resource Planning (ERP) Analyst II	18	E	3N510	Professional	Bachelor's Degree	TWO YEARS

Sam Houston State University Job Specification List

Title	Grade	Status	Position Class Code	Occupational Category	Education	Experience
Enterprise Resource Planning (ERP) Database Administrator II	18	E	3N506	Professional	Bachelor's Degree	TWO YEARS
Forensic Science Laboratory Manager	18	E	3N730	Professional	Bachelor's Degree	FIVE YEARS
Forensic Scientist IV	18	E	3N734	Professional	Bachelor's Degree	FOUR YEARS
HIDTA Intelligence Analyst III	18	N	4N214	Technical/Para-Professional	Bachelor's Degree	FIVE YEARS
Historically Underutilized Business (HUB) Coordinator	18	E	3N833	Professional	Bachelor's Degree	FOUR YEARS
Information Resources Project Coordinator II	18	E	3N467	Professional	Bachelor's Degree	FIVE YEARS
Instructional Designer	18	E	3N812	Professional	Bachelor's Degree	FIVE YEARS
Network Analyst III	18	N	4N333	Technical/Para-Professional	Bachelor's Degree	FIVE YEARS
Network Architect II	18	E	3N502	Professional	Bachelor's Degree	TWO YEARS
Programmer Analyst III	18	E	3N485	Professional	Bachelor's Degree	FIVE YEARS
Senior Human Resources Manager	18	E	3N333	Professional	Bachelor's Degree	FIVE YEARS
Software Technician III	18	N	4N338	Technical/Para-Professional	Bachelor's Degree	TWO YEARS
Staff Psychologist	18	E	3N672	Professional	PhD	THREE YEARS
System Analyst III	18	E	3N490	Professional	Bachelor's Degree	FIVE YEARS
Technology Trainer	18	N	4N349	Technical/Para-Professional	Bachelor's Degree	ONE YEAR
Web & Media Developer III	18	N	4N343	Technical/Para-Professional	Bachelor's Degree	TWO YEARS
Assistant to the Vice President	19	N	4N111	Technical/Para-Professional	Bachelor's Degree	FIVE YEARS
Assistant to the Vice President for Finance and Operations	19	N	4N112	Technical/Para-Professional	Bachelor's Degree	FIVE YEARS
Associate Controller	19	E	3N380	Professional	Bachelor's Degree	FIVE YEARS
Associate Director of Accounting	19	E	3N521	Professional	Bachelor's Degree	FIVE YEARS
Associate Director of Budget	19	E	3N370	Professional	Bachelor's Degree	FIVE YEARS
Associate Director of Lowman Student Center	19	E	3N869	Professional	Bachelor's Degree	FIVE YEARS
Associate Director of Procurement & Business Services	19	E	3N830	Professional	Bachelor's Degree	SIX YEARS
Coach, Assistant Head Football	19	E	3N201	Professional	Master's Degree	SIX YEARS
Project Manager	19	E	3N546	Professional	Master's Degree	FIVE YEARS
University Hotel General Manager	19	E	3N387	Professional	Bachelor's Degree	FIVE YEARS

Sam Houston State University Job Specification List

Title	Grade	Status	Position Class Code	Occupational Category	Education	Experience
Assistant to the Provost - VPAA for Administration	20	N	4N110	Technical/Para-Professional	Bachelor's Degree	SEVEN YEARS
Associate Director of Human Resources	20	E	3N330	Professional	Bachelor's Degree	SIX YEARS
Database Development Coordinator I	20	E	3N464	Professional	Bachelor's Degree	SIX YEARS
Enterprise Resource Planning (ERP) Analyst III	20	E	3N511	Professional	Bachelor's Degree	THREE YEARS
Enterprise Resource Planning (ERP) Database Administrator III	20	E	3N507	Professional	Bachelor's Degree	THREE YEARS
Information Resources Project Manager	20	E	3N468	Professional	Bachelor's Degree	FIVE YEARS
Information Security Analyst	20	E	3N469	Professional	Bachelor's Degree	SIX YEARS
Network Architect III	20	E	3N503	Professional	Bachelor's Degree	THREE YEARS
Programmer Analyst IV	20	E	3N486	Professional	Bachelor's Degree	SIX YEARS
Software Development Coordinator I	20	E	3N481	Professional	Bachelor's Degree	FIVE YEARS
System Analyst IV	20	E	3N491	Professional	Bachelor's Degree	SIX YEARS
Technology Support Coordinator I	20	E	3N475	Professional	Bachelor's Degree	THREE YEARS
Coach, Head Baseball	21	E	3N203	Professional	Master's Degree	SIX YEARS
Pharmacist	21	E	3N093	Professional	Bachelor's Degree	FOUR YEARS
Student Legal and Mediation Services Director	21	E	3N655	Professional	JD	TWO YEARS
Assistant Director of Online Course Development	22	E	3N882	Professional	Bachelor's Degree	FIVE YEARS
Assistant Director, Online Multimedia Development	22	E	3N809	Professional	Bachelor's Degree	FIVE YEARS
Assistant to President for Operations	22	E	3N890	Professional	Bachelor's Degree	SEVEN YEARS
Enterprise Resource Planning (ERP) Analyst IV	22	E	3N512	Professional	Bachelor's Degree	FOUR YEARS
Enterprise Resource Planning (ERP) Database Administrator IV	22	E	3N508	Professional	Bachelor's Degree	FOUR YEARS
Information Security Officer	22	E	3N472	Professional	Bachelor's Degree	SIX YEARS
Lead Instructional Designer for Distance Learning	22	E	3N810	Professional	Bachelor's Degree	SEVEN YEARS

Sam Houston State University Job Specification List

Title	Grade	Status	Position Class Code	Occupational Category	Education	Experience
Network Analyst Coordinator	22	E	3N492	Professional	Bachelor's Degree	SEVEN YEARS
Network Architect IV	22	E	3N504	Professional	Bachelor's Degree	FOUR YEARS
Software Development Coordinator II	22	E	3N482	Professional	Bachelor's Degree	SIX YEARS
Software Technician IV	22	N	4N339	Technical/Para-Professional	Bachelor's Degree	FOUR YEARS
System Analyst Coordinator	22	E	3N487	Professional	Bachelor's Degree	SEVEN YEARS
Technology Support Coordinator II	22	E	3N476	Professional	Bachelor's Degree	FIVE YEARS
Web & Media Developer IV	22	N	4N344	Technical/Para-Professional	Bachelor's Degree	FOUR YEARS
Enterprise Resource Planning (ERP) Analyst Manager	24	E	3N457	Professional	Bachelor's Degree	FOUR YEARS
Enterprise Resource Planning (ERP) Database Administrator Manager	24	E	3N459	Professional	Bachelor's Degree	FOUR YEARS
Network Infrastructure Manager	24	E	3N499	Professional	Bachelor's Degree	FOUR YEARS
Nurse Practitioner, Advanced	24	E	3N091	Professional	Master's Degree	TWO YEARS
Physician Assistant	24	E	3N094	Professional	Bachelor's Degree	TWO YEARS
Senior Enterprise Resources Planning (ERP) Analyst	24	E	3N456	Professional	Bachelor's Degree	SIX YEARS
Technical Architect	24	E	3N458	Professional	Bachelor's Degree	SIX YEARS
Coach, Head Football	26	E	3N205	Professional	Master's Degree	EIGHT YEARS
Coach, Head Men's Basketball	26	E	3N207	Professional	Master's Degree	EIGHT YEARS
Assistant Dean of College	NC	E	1M152	Administrative	Doctorate	PROVEN EXP.
Assoc Dean of Sdnt Svc Research and Assessment	NC	E	1M159	Administrative	Master's Degree	FIVE YEARS
Assoc Vice President for Financial Services	NC	E	1M130	Administrative	Bachelor's Degree	TEN YEARS
Assoc Vice President for Business Services	NC	E	1M130	Administrative	Bachelor's Degree	SEVEN YEARS
Assoc Vice President Resrch Admin/Tech Com	NC	E	1M130	Administrative	Bachelor's Degree	SEVEN YEARS
Assoc VP Enrollment Mgmt	NC	E	1M130	Administrative	Master's Degree	SEVEN YEARS
Assoc VP Information Resources	NC	E	1M130	Administrative	Bachelor's	SEVEN YEARS
Assoc VP Marketing/Comm	NC	E	1M130	Administrative	Bachelor's	SEVEN YEARS

Sam Houston State University Job Specification List

Title	Grade	Status	Position Class Code	Occupational Category	Education	Experience
Assoc VP/Special Programs	NC	E	1M130	Administrative	Doctorate	SUFFICIENT EXP.
Assoc VP Facilities Management	NC	E	1M130	Administrative	Bachelor's Degree	SEVEN YEARS
Assoc VP for Distance Learning	NC	E	1M130	Administrative	Bachelor's Degree	PROVEN EXP.
Assoc VP for HR & Risk Management	NC	E	1M130	Administrative	Bachelor's Degree	SEVEN YEARS
Assoc VP Student Services Fac & Oper	NC	E	1M130	Administrative	Master's Degree	SEVEN YEARS
Associate Controller	NC	E	1M250	Administrative	Bachelor's & CPA	SIX YEARS
Associate Dean of College	NC	E	1M151	Administrative	Doctorate	PROVEN EXP.
Associate Provost	NC	E	1M108	Administrative	Doctorate	PROVEN EXP.
Asst Vice President for Academic Affairs	NC	E	1M140	Administrative	Master's Degree	FIVE YEARS
Asst Vice President & Director OneCard Services	NC	E	1M140	Administrative	Bachelor's Degree	SIX YEARS
Asst VP Information Resources	NC	E	1M140	Administrative	Bachelor's Degree	SIX YEARS
Controller	NC	E	1M240	Administrative	Bachelor's & CPA	SEVEN YEARS
Dean Grad Studies & Assoc VPAA	NC	E	1M155	Administrative	Doctorate	PROVEN EXP.
Dean of College	NC	E	1M150	Administrative	Doctorate	PROVEN EXP.
Dean of Students	NC	E	1M160	Administrative	Master's Degree	SEVEN YEARS
Dean/Dir CJ College & Center	NC	E	1M153	Administrative	Doctorate	PROVEN EXP.
Dir Public Safety Srvc	NC	E	1M106	Administrative	Bachelor's Degree	FIVE YEARS
Dir PGA/PGM Prog&Golf Crs Opr	NC	E	1M170	Administrative	Bachelor's Degree	FIVE YEARS
Dir Stdnt Srvc Fin and Bdgt	NC	E	1M170	Administrative	Bachelor's Degree	FIVE YEARS
Dir Computer Services Systems	NC	E	1M170	Administrative	Bachelor's Degree	SIX YEARS
Director of Writing Center	NC	E	1M170	Administrative	Master's Degree	FIVE YEARS
Dir of Mkting & Communications	NC	E	1M170	Administrative	Bachelor's Degree	SEVEN YEARS
Director Career Services	NC	E	1M170	Administrative	Master's Degree	FIVE YEARS
Director University Events	NC	E	1M170	Administrative	Bachelor's Degree	FIVE YEARS
Dir Facilities Planning/Const	NC	E	1M170	Administrative	Bachelor's Degree	SEVEN YEARS
Director of Budget	NC	E	1M170	Administrative	Bachelor's Degree	SEVEN YEARS
Dir Advancement Services	NC	E	1M170	Administrative	Bachelor's Degree	FIVE YEARS
Dir Comp Ser Adm Applications	NC	E	1M170	Administrative	Bachelor's Degree	SIX YEARS
Director Small Bus Develop Ct	NC	E	1M170	Administrative	Master's Degree	FIVE YEARS

Sam Houston State University Job Specification List

Title	Grade	Status	Position Class Code	Occupational Category	Education	Experience
Director Athletics	NC	E	1M170	Administrative	Master's Degree	PROVEN EXP.
Dir Acad Serv For SHSU At TUC	NC	E	1M170	Administrative	Master's Degree	FIVE YEARS
Director Reading Center	NC	E	1M170	Administrative	Master's Degree	FIVE YEARS
Director of Audits & Analysis	NC	E	1M170	Administrative	Bachelor's Degree & CPA	FIVE YEARS
Director Alumni Relations	NC	E	1M170	Administrative	Bachelor's Degree	FIVE YEARS
Director Admissions/Recruit	NC	E	1M170	Administrative	Master's Degree	FIVE YEARS
Director Sam Houston Press	NC	E	1M170	Administrative	Bachelor's Degree	SEVEN YEARS
Director SHSU Visitor Center	NC	E	1M170	Administrative	Master's Degree	FIVE YEARS
Dir SHSU University Park	NC	E	1M170	Administrative	Master's Degree	FIVE YEARS
Dir Environ Hlth Safety & RM	NC	E	1M170	Administrative	Bachelor's Degree	SEVEN YEARS
Director, Stdnt Money Mgmt Ctr	NC	E	1M170	Administrative	Bachelor's Degree	FIVE YEARS
Dir Research Sponsored Program	NC	E	1M170	Administrative	Master's Degree	PROVEN EXP.
Director Institution Research	NC	E	1M170	Administrative	Master's Degree	FIVE YEARS
Dir, Excl in Digital Forensics	NC	E	1M170	Administrative	Master's Degree	FIVE YEARS
Dir Constituent/Spec Programs	NC	E	1M170	Administrative	Bachelor's Degree	FIVE YEARS
Dir Payroll & Tax Specialization	NC	E	1M170	Administrative	Bachelor's Degree	SEVEN YEARS
Director Major Gifts	NC	E	1M170	Administrative	Bachelor's Degree	FIVE YEARS
Dir Corp/Foundation Relations	NC	E	1M170	Administrative	Bachelor's Degree	FIVE YEARS
Director Residence Life	NC	E	1M170	Administrative	Bachelor's Degree	FIVE YEARS
Director Annual Giving	NC	E	1M170	Administrative	Bachelor's Degree	FIVE YEARS
Director Plant Operations	NC	E	1M170	Administrative	Bachelor's Degree	SEVEN YEARS
Dir International Programs	NC	E	1M170	Administrative	Master's	FIVE YEARS
Dir Inno & Collab Programs	NC	E	1M170	Administrative	Master's	PROVEN EXP.
Director Financial Aid	NC	E	1M170	Administrative	Bachelor's Degree	FIVE YEARS
Dir Disbursements & Travel Svc	NC	E	1M170	Administrative	Bachelor's Degree	SEVEN YEARS
Dir Academic Support Programs	NC	E	1M170	Administrative	Master's	FIVE YEARS
Dir Comp Servs Client Support	NC	E	1M170	Administrative	Bachelor's Degree	SIX YEARS
Dir Special Projects Acad Aff	NC	E	1M170	Administrative	Master's	FIVE YEARS
Director, Student Health Ctr	NC	E	1M170	Administrative	Bachelor's Degree	FIVE YEARS
Dir, Serv for Stdnts with Disb	NC	E	1M170	Administrative	Master's Degree	FIVE YEARS

Sam Houston State University Job Specification List

Title	Grade	Status	Position Class Code	Occupational Category	Education	Experience
Director of Testing Center	NC	E	1M170	Administrative	Master's Degree	FIVE YEARS
Dir of Leadership Initiatives	NC	E	1M170	Administrative	Bachelor's Degree	SEVEN YEARS
Director Library Services	NC	E	1M170	Administrative	Master's	SEVEN YEARS
Director Lowman Student Ctr	NC	E	1M170	Administrative	Bachelor's Degree	FIVE YEARS
Director Donor Relations	NC	E	1M170	Administrative	Bachelor's Degree	FIVE YEARS
Museum Director	NC	E	1M170	Administrative	Master's	FIVE YEARS
Dir Online Course Dev	NC	E	1M170	Administrative	Bachelor's Degree	SEVEN YEARS
Executive Director Development	NC	E	1M180	Administrative	Bachelor's Degree	FIVE YEARS
Student Counseling & Health Services Executive Director	NC	E	1M180	Administrative	Terminal Degree	FIVE YEARS
Campus Activities & Leadership Initiative Executive Director	NC	E	1M180	Administrative	Bachelor's Degree	FIVE YEARS
Executive Director Student Advising & Mentor Center	NC	E	1M180	Administrative	Doctorate	FIVE YEARS
Forensic Science Commission Executive Director	NC	E	1M180	Administrative	JD & member of State Bar of Texas	TEN YEARS
Interim Dean of College	NC	E	1M157	Administrative	Doctorate	PROVEN EXP.
Physician	NC	E	1N100	Administrative	MD	THREE YEARS
President	NC	E	1E100	Administrative	Terminal Degree	PROVEN EXP.
Project Director	NC	E	1M190	Administrative	Master's	PROVEN EXP.
Project Director Senior (E1)	NC	E	1M200	Administrative	Master's - Pr Ph.D.	PROVEN EXP.
Project Director Senior (O3)	NC	E	1M201	Administrative	Master's - Pr Ph.D.	PROVEN EXP.
Project Technical Director	NC	E	1M210	Administrative	Bachelor's Degree	PROVEN EXP.
Provost & Vice President	NC	E	1M105	Administrative	Master's Degree	PROVEN EXP.
Registrar	NC	E	1M220	Administrative	Bachelor's Degree	SEVEN YEARS
Special Asst to the Provost	NC	E	1M230	Administrative	Doctorate	PROVEN EXP.
Vice President	NC	E	1M120	Administrative	Master's Degree	PROVEN EXP.