

TITLE	GRADE	JOB SPECIFICATIONS	
		EDUCATION	EXPERIENCE
CLERICAL ASSISTANT	01	HIGH SCHOOL-GED	NONE
GUARD	01	LESS THAN HS	NONE
STAFF AID	01	LESS THAN HS	NONE
CLERK I	02	HIGH SCHOOL-GED	NONE
CLERK TYPIST I	02	HIGH SCHOOL-GED	NONE
LABORER I	02	LESS THAN HS	NONE
ACCOUNTING CLERK I	03	HIGH SCHOOL-GED	(1) ONE YEAR
ATHLETIC ASSISTANT	03	HIGH SCHOOL-GED	(1) ONE YEAR
CLERK TYPIST II	03	HIGH SCHOOL-GED	(1) ONE YEAR
COMPUTER SVC HELPDESK OPERATOR	03	HIGH SCHOOL-GED	(1) ONE YEAR
CRAFTS ASSISTANT	03	LESS THAN HS	(6) SIX MONTHS
CUSTODIAN	03	LESS THAN HS	(6) SIX MONTHS
FARM HAND	03	HIGH SCHOOL-GED	(6) SIX MONTHS
GOLF COURSE GREENSKEEPER	03	LESS THAN HS	(6) SIX MONTHS
GROUNDSKEEPER	03	LESS THAN HS	(6) SIX MONTHS
HOTEL SERVICE WORKER	03	LESS THAN HS	(6) SIX MONTHS
LABORER II	03	LESS THAN HS	(6) SIX MONTHS
MAIL CLERK I	03	HIGH SCHOOL-GED	(1) ONE YEAR
MUSEUM ASSISTANT	03	HIGH SCHOOL-GED	(1) ONE YEAR
MUSEUM CONSERVATION TECHNICIAN	03	HIGH SCHOOL	(1) ONE YEAR
REGISTRAR ASSISTANT I	03	HIGH SCHOOL-GED	(1) ONE YEAR
RESIDENT MANAGER	03	(1) YR COLLEGE	NONE
STAFF ASSISTANT I	03	HIGH SCHOOL-GED	(1) ONE YEAR
ADMISSIONS CLERK I	04	HIGH SCHOOL-GED	(2) TWO YEARS
ART AUDIO/VISUAL LIBRARIAN	04	HIGH SCHOOL-GED	(2) TWO YEARS
BINDERY WORKER	04	HIGH SCHOOL-GED	(2) TWO YEARS
CLERK II	04	HIGH SCHOOL-GED	(2) TWO YEARS
CUSTODIAN, LEAD	04	HIGH SCHOOL-GED	(2) TWO YEARS
FARM HAND, RESIDENT	04	HIGH SCHOOL-GED	(2) TWO YEARS
FINANCIAL AID ASSISTANT I	04	HIGH SCHOOL-GED	(2) TWO YEARS
LIBRARY ASSISTANT I	04	HIGH SCHOOL-GED	(2) TWO YEARS
SECRETARY I	04	HIGH SCHOOL-GED	(2) TWO YEARS
STAFF LABORATORY ASSISTANT	04	HIGH SCHOOL-GED	(2) TWO YEARS
ACCOUNTING CLERK II	05	HIGH SCHOOL-GED	(3) THREE YEARS
ADMISSIONS CLERK II	05	HIGH SCHOOL-GED	(3) THREE YEARS
AUTO MECHANIC ASSISTANT	05	HIGH SCHOOL-GED	(3) THREE YEARS
CASHIER	05	HIGH SCHOOL-GED	(3) THREE YEARS
DUPLICATING EQUIPMENT OPERATOR	05	HIGH SCHOOL-GED	(3) THREE YEARS
FINANCIAL AID ASSISTANT II	05	HIGH SCHOOL-GED	(3) THREE YEARS
GROUNDS CREWLEADER	05	HIGH SCHOOL-GED	(3) THREE YEARS
GROUNDSKEEPER SPECIALIST	05	HIGH SCHOOL-GED	(3) THREE YEARS
HUMAN RESOURCES CLERK	05	HIGH SCHOOL-GED	(3) THREE YEARS
LABORER III	05	HIGH SCHOOL-GED	(3) THREE YEARS
MAIL CLERK II	05	HIGH SCHOOL-GED	(3) THREE YEARS
MUSEUM COLLECTIONS REGISTRAR	05	HIGH SCHOOL-GED	(3) THREE YEARS
MUSEUM HIST INTERPRETER I	05	HIGH SCHOOL-GED	(3) THREE YEARS
PAYROLL CLERK	05	HIGH SCHOOL-GED	(3) THREE YEARS
REGISTRAR ASSISTANT II	05	HIGH SCHOOL-GED	(3) THREE YEARS
SECRETARY II	05	HIGH SCHOOL-GED	(3) THREE YEARS
STAFF ASSISTANT II	05	HIGH SCHOOL-GED	(3) THREE YEARS
UTILITY WORKER	05	HIGH SCHOOL-GED	(3) THREE YEARS
VENDING ROUTEPERSON	05	HIGH SCHOOL-GED	(3) THREE YEARS
ADMISSIONS CLERK III	06	HIGH SCHOOL-GED	(4) FOUR YEARS

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		EDUCATION	EXPERIENCE
CLERK III	06	HIGH SCHOOL-GED	(4) FOUR YEARS
DONOR RECORDS SPECIALIST	06	HIGH SCHOOL-GED	(4) FOUR YEARS
FINANCIAL AID ASSISTANT III	06	HIGH SCHOOL-GED	(4) FOUR YEARS
GOLF COURSE MECHANIC	06	HIGH SCHOOL	(3) THREE YEARS
POLICE COMMUNICAT'N SPECIALIST	06	HIGH SCHOOL	(2) TWO YEARS
ACCOUNTING CLERK III	07	HIGH SCHOOL-GED	(4) FOUR YEARS
AUDIO-VISUAL TECHNICIAN	07	HIGH SCHOOL-GED	(3) THREE YEARS
ENERGY MANAGEMENT TECHNICIAN	07	HIGH SCHOOL-GED	(3) THREE YEARS
HEALTH CENTER SECRETARY	07	HIGH SCHOOL-GED	(5) FIVE YEARS
HUMAN RESOURCES ASSISTANT	07	HIGH SCHOOL	(5) FIVE YEARS
LIBRARY ASSISTANT II	07	ASSOCIATE ARTS	NONE
MUSEUM HIST INTERPRETER II	07	ASSOCIATE ARTS	(1) ONE YEAR
NURSE, LICENSED VOCATIONAL	07	HIGH SCHOOL-LVN	(3) THREE YEARS
PAYROLL ASSISTANT	07	HIGH SCHOOL-GED	(5) FIVE YEARS
REGISTRAR ASSISTANT III	07	HIGH SCHOOL-GED	(5) FIVE YEARS
SECRETARY III	07	HIGH SCHOOL-GED	(5) FIVE YEARS
STAFF ASSISTANT III	07	HIGH SCHOOL-GED	(5) FIVE YEARS
TRANSCRIPT EVALUATOR	07	ASSOCIATE ARTS	NONE
ACCOUNTS PAYABLE COORDINATOR	08	ASSOCIATE ARTS	(1) ONE YEAR
ADMINISTRATIVE SECRETARY	08	ASSOCIATE ARTS	(2) TWO YEARS
ADMINISTRATIVE TECHNICIAN	08	ASSOCIATE ARTS	(2) TWO YEARS
DANCE COSTUME DESIGN SPECIAL'T	08	HIGH SCHOOL	(5) FIVE YEARS
HEAVY EQUIPMENT OPERATOR	08	HIGH SCHOOL-GED	(4) FOUR YEARS
MAINTENANCE SPECIALIST	08	HIGH SCHOOL-GED	(4) FOUR YEARS
PAINTER	08	HIGH SCHOOL-GED	(4) FOUR YEARS
PLANT MECHANIC	08	HIGH SCHOOL-GED	(4) FOUR YEARS
PRESS OPERATOR I	08	HIGH SCHOOL-GED	(4) FOUR YEARS
PURCHASING ASSISTANT	08	ASSOCIATE ARTS	(1) ONE YEAR
SIGN LANGUAGE INTERPRETER	08	HIGH SCHOOL-CERT	(2) TWO YEARS
STOREKEEPER	08	HIGH SCHOOL-GED	(4) FOUR YEARS
THEATRE PRODUCTION COORDINATOR	08	ASSOCIATE ARTS	(1) ONE YEAR
VENDING MECHANIC	08	HIGH SCHOOL-GED	(4) FOUR YEARS
WATER TREATMENT TECHNICIAN	08	HIGH SCHOOL-GED	(4) FOUR YEARS
WELDER/MECHANIC	08	HIGH SCHOOL-GED	(4) FOUR YEARS
A/C & REFRIGERATION MECHANIC	09	HIGH SCHOOL-GED	(5) FIVE YEARS
ADMINISTRATIVE ASSISTANT	09	BACHELOR'S	NONE
ADMISSIONS COUNSELOR	09	BACHELOR'S	NONE
ASSISTANT GOLF PROFESSIONAL	09	BACHELOR'S	NONE
ASST GOLF COURSE SUPERINTEND'T	09	BACHELOR'S	NONE
AUDIO VISUAL & COMPUTER TECH	09	(2) YRS COLLEGE	(2) TWO YEARS
AUTOMOTIVE MECHANIC	09	HIGH SCHOOL-GED	(5) FIVE YEARS
CAREER SERVICES EMPLOYM'T SPEC	09	BACHELOR'S	NONE
CARPENTER	09	HIGH SCHOOL-GED	(5) FIVE YEARS
COMP SVC QUALITY CONTRL SPECIL	09	(2) YRS COLLEGE	(2) TWO YEARS
COMPUTER SYSTEMS TECHNICIAN	09	(2) YRS COLLEGE	(1) ONE YEAR
CONTROLS TECHNICIAN	09	HIGH SCHOOL-GED	(4) FOUR YEARS
CUSTODIAL FOREPERSON	09	HIGH SCHOOL-GED	(6) SIX YEARS
DANCE TECHNICAL COORDINATOR	09	BACHELOR'S	NONE
ELECTRICIAN	09	HIGH SCHOOL-GED	(5) FIVE YEARS
ELECTRONIC SYSTEMS SPECIALIST	09	HIGH SCHOOL-GED	(4) FOUR YEARS
FINANCIAL AID COUNSELOR	09	BACHELOR'S	NONE
FIRE SAFETY SYSTEMS SPECIALIST	09	HIGH SCHOOL-GED	(4) FOUR YEARS
FOOD SERV EQUIPMENT SPECIALIST	09	HIGH SCHOOL -GED	(5) FIVE YEARS

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		EDUCATION	EXPERIENCE
GROUNDS IRRIGATION SUPERVISOR	09	HIGH SCHOOL	(4) FOUR YEARS
LIBRARY ASSOCIATE	09	BACHELOR'S	NONE
LIBRARY BUSINESS MANAGER	09	BACHELOR'S	NONE
LOCKSMITH	09	HIGH SCHOOL-GED	(5) FIVE YEARS
OFFICE SUPERVISOR	09	BACHELOR'S	NONE
PHONATHON MANAGER	09	BACHELOR'S	NONE
PIANO ACCOMPANIST	09	BACHELOR'S	NONE
PLUMBER	09	HIGH SCHOOL-GED	(5) FIVE YEARS
REGISTRAR TSI PROGRAM ASST	09	BACHELOR'S	NONE
RESERVATIONS COORDINATOR	09	BACHELOR'S	NONE
STAFF ASSOCIATE I	09	BACHELOR'S	NONE
STUDENT ACTIVITIES ADVISOR	09	BACHELOR'S	NONE
TELECOMMUNICATIONS SPECIALT I	09	(2) YRS COLLEGE	(2) TWO YEARS
THEATRE COSTUME SHOP SUPERV'OR	09	BACHELOR'S	NONE
THEATRE MANAGER	09	BACHELOR'S	NONE
VISITOR CENTER COUNSELOR	09	BACHELOR'S	NONE
WOODWORKER	09	HIGH SCHOOL-GED	(5) FIVE YEARS
ACADEMIC ADVISING SPECIALIST	10	BACHELOR'S	(1) ONE YEAR
ACCOUNTANT I	10	BACHELOR'S	(1) ONE YEAR
ASST AGRICU'L RESOURCS MANAGER	10	BACHELOR'S	(1) ONE YEAR
ATHLETIC COMPLIANCE COORD	10	BACHELOR'S	(1) ONE YEAR
ATHLETIC EQUIPMENT COORDINATOR	10	BACHELOR'S	(1) ONE YEAR
ATHLETIC MEDIA SERVICES COORD	10	BACHELOR'S	(1) ONE YEAR
CAREER SERVICES COUNSELOR	10	BACHELOR'S	(1) ONE YEAR
CASHIER OFFICE ASST MANAGER	10	BACHELOR'S	(1) ONE YEAR
COLISEUM OPERATIONS COORD	10	BACHELOR'S	(1) ONE YEAR
COMMUNICATIONS WRITER	10	BACHELOR'S	(1) ONE YEAR
FINANCIAL AID COUNSELOR, SR	10	BACHELOR'S	(1) ONE YEAR
HORTICULTURIST	10	BACHELOR'S	(2) TWO YEARS
HOUSTONIAN BUSINESS MANAGER	10	BACHELOR'S	(1) ONE YEAR
INST'L RESEARCH ANALYST I	10	BACHELOR'S	(1) ONE YEAR
INTERNAL AUDIT COORDINATOR	10	ASSOCIATE ARTS	(2) TWO YEARS
INTERNAT'L STU&SCHOLAR ADVISOR	10	BACHELOR'S	(1) ONE YEAR
MENTAL HEALTH COUNSELOR POSTGD	10	MASTER'S	NONE
PRESS OPERATOR II	10	HS & (1) YR TECH	(4) FOUR YEARS
PURCHASER I	10	BACHELOR'S	(1) ONE YEAR
RECREATIONAL SPORTS PROG ASSOC	10	BACHELOR'S	(1) ONE YEAR
REGISTRAR ASSOCIATE	10	BACHELOR'S	(1) ONE YEAR
RESIDENCE LIFE AREA COORD	10	BACHELOR'S	(1) ONE YEAR
RESIDENCE LIFE OFFICE COORD	10	BACHELOR'S	(1) ONE YEAR
STUDENT CTR OPER SUPER, ASST	10	HIGH SCHOOL	(6) SIX YEARS
TECHNOLOGY SUPPORT SPEC I	10	ASSOCIATE ARTS	(1) ONE YEAR
TRADITIONS CAMP/OUTDOOR COORD	10	BACHELOR'S	(2) TWO YEARS
TRANSCRIPT EVALUATOR, SENIOR	10	BACHELOR'S	(1) ONE YEAR
UNIVERSITY CAMP SUPERVISOR	10	BACHELOR'S	(2) TWO YEARS
VEHICLE FLEET MANAGER	10	HIGH SCHOOL-GED	(8) EIGHT YEARS
ADMINISTRATIVE ASST, SENIOR	11	BACHELOR'S	(2) TWO YEARS
ADMINISTRATIVE TECHNICIAN, SR	11	BACHELOR'S	(2) TWO YEARS
ADMISSIONS COUNSELOR, SENIOR	11	BACHELOR'S	(2) TWO YEARS
CHEM INVENTORY & SAFETY COORD	11	BACHELOR'S	(1) ONE YEAR
CJ CONFERENCE CTR/TRAVEL COORD	11	BACHELOR'S	(2) TWO YEARS
CORRESPONDENCE PROGRAM COORD	11	BACHELOR'S	(2) TWO YEARS
CUSTODIAL SERVICES SUPERVISOR	11	HIGH SCHOOL	(8) EIGHT YEARS

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		EDUCATION	EXPERIENCE
ENROLLMENT MANAGEM'T COUNSELOR	11	BACHELOR'S	(2) TWO YEARS
FINANCIAL AID ANALYST	11	BACHELOR'S	(2) TWO YEARS
FINANCIAL AID COORDINATOR	11	BACHELOR'S	(2) TWO YEARS
INSTITUTIONAL ASSESSMENT COORD	11	BACHELOR'S	(2) TWO YEARS
MAIL SERVICES MANAGER	11	BACHELOR'S	(2) TWO YEARS
MEDICAL TECHNOLOGIST	11	ASSOC ART & CERT	(4) FOUR YEARS
MULTICULTURAL/INT STD SR COORD	11	BACHELOR'S	(1) ONE YEAR
OFFICE SUPERVISOR, SENIOR	11	BACHELOR'S	(2) TWO YEARS
PHOTO SETTER PROGRAMMER	11	ASSOCIATE ARTS	(2) TWO YEARS
POLICE OFFICER	11	(2) YRS COLLEGE	NONE
PREPRESS TECHNICIAN	11	ASSOCIATE ARTS	(2) TWO YEARS
STAFF ASSOCIATE II	11	BACHELOR'S	(2) TWO YEARS
TECHNOLOGY SPECIALIST	11	ASSOCIATE ARTS	(2) TWO YEARS
ACCOUNTANT II	12	BACHELOR'S	(2) TWO YEARS
ADA STUDENT COORDINATOR	12	BACHELOR'S	(2) TWO YEARS
ADMISSIONS COUNSELOR COORDIN'R	12	BACHELOR'S	(2) TWO YEARS
ASSISTANT DIR, LSC OPERATIONS	12	BACHELOR'S	(2) TWO YEARS
ASSISTANT DIR, REC SPORTS	12	BACHELOR'S	(2) TWO YEARS
ATHLETIC TRAINER ASSISTANT	12	BACHELOR'S	(2) TWO YEARS
COACH ASSOCIATE	12	BACHELOR'S	(2) TWO YEARS
COMPUTER OPERATIONS SUPER'V I	12	BACHELOR'S	(1) ONE YEAR
COMPUTER SYSTEMS SPECIALIST	12	(3) YRS COLLEGE	(2) TWO YEARS
CONTRACT RESEARCH ADMINISTRA'R	12	BACHELOR'S	(2) TWO YEARS
DEVELOPMENT RESEARCH ANALYST	12	BACHELOR'S	(2) TWO YEARS
ENROLLMENT MGT ADM BUDGET MGR	12	BACHELOR'S	(2) TWO YEARS
FOREPERSON	12	HIGH SCHOOL-GED	(8) EIGHT YEARS
GRAPHICS COORDINATOR	12	BACHELOR'S	(3) THREE YEARS
HEALTH CENTER PROGRAMM'G COORD	12	BACHELOR'S	(2) TWO YEARS
HIDTA INTELLIGENCE ANALYST I	12	BACHELOR'S	(1) ONE YEAR
INST'L RESEARCH ANALYST II	12	BACHELOR'S	(2) TWO YEARS
LEGAL ASST,TX FORENSICS SCI-CM	12	ASSOCIATE ARTS	(4) FOUR YEARS
MUSEUM CURATOR OF COLLECTIONS	12	BACHELOR'S	(3) THREE YEARS
MUSEUM CURATOR OF EDUCATION	12	BACHELOR'S	(3) THREE YEARS
MUSEUM CURATOR OF EXHIBITS	12	BACHELOR'S	(3) THREE YEARS
MUSIC TECH DIR/BLDG MANAGER	12	BACHELOR'S	(2) TWO YEARS
NURSE, REGISTERED	12	BACHELOR'S	(2) TWO YEARS
POSTDOCTORAL RESEARCH INTERN	12	DOCTORATE	NONE
PROG COORD, DEAN OF STUDENTS	12	BACHELOR'S	(2) TWO YEARS
REGISTRAR PUBLICATIONS COORD	12	BACHELOR'S	(2) TWO YEARS
RESIDENCE LIFE BUSINESS MGR	12	BACHELOR'S	(3) THREE YEARS
STUDENT ACTIVITIES PROGM COORD	12	BACHELOR'S	(2) TWO YEARS
STUDENT SPIRIT PROGRAMS COORD	12	BACHELOR'S	(2) TWO YEARS
TECHNOLOGY INVENTORY SPECIAL'T	12	BACHELOR'S	(2) TWO YEARS
TECHNOLOGY SUPPORT SPEC II	12	BACHELOR'S	(1) ONE YEAR
TESTING CENTER COORDINATOR	12	BACHELOR'S	(3) THREE YEARS
THEATRE TECH DIR/BLDG MANAGER	12	BACHELOR'S	(2) TWO YEARS
WEB ADMINISTRATOR I	12	ASSOCIATE ARTS	(2) TWO YEARS
WEB DEVELOPER	12	ASSOCIATE ARTS	(2) TWO YEARS
ADMINISTRATIVE COORDINATOR	13	BACHELOR'S	(3) THREE YEARS
ASSISTANT DIR, CAREER SERVICES	13	BACHELOR'S	(3) THREE YEARS
ASSISTANT DIR, COMMUNICATIONS	13	BACHELOR'S	(3) THREE YEARS
ASSISTANT DIR, RESIDENCE LIFE	13	BACHELOR'S	(3) THREE YEARS
ASST DIR, ACADEMIC SUPPORT PGS	13	BACHELOR'S	(3) THREE YEARS

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		EDUCATION	EXPERIENCE
ASST DIR, STUDENT ACTIVITIES	13	BACHELOR'S	(3) THREE YEARS
CASHIER OFFICE MANAGER	13	BACHELOR'S	(3) THREE YEARS
CJ PUBLICATIONS OFFICER	13	BACHELOR'S	(3) THREE YEARS
COLISEUM MANAGER	13	BACHELOR'S	(3) THREE YEARS
HOUSING FACILITIES MANAGER	13	BACHELOR'S	(3) THREE YEARS
INFO RESOURCES MARKETING COORD	13	BACHELOR'S	(2) TWO YEARS
INSTRUCTIONAL DESIGNER	13	BACHELOR'S	(3) THREE YEARS
INTERNAL AUDITOR, ASSISTANT	13	BACHELOR'S	(3) THREE YEARS
LIBRARY SYSTEMS COORDINATOR	13	BACHELOR'S	(1) ONE YEAR
MCM BROADCAST OPERAT'S GEN MGR	13	MASTER'S	(1) ONE YEAR
PLANNER/ESTIMATOR	13	BACHELOR'S	(3) THREE YEARS
PROPERTY COORDINATOR	13	BACHELOR'S	(3) THREE YEARS
PURCHASER II	13	BACHELOR'S	(3) THREE YEARS
STUDENT ACTIVITIES MANAGER	13	BACHELOR'S	(3) THREE YEARS
TRAVEL MANAGER	13	BACHELOR'S	(4) FOUR YEARS
ACCOUNTANT III	14	BACHELOR'S	(4) FOUR YEARS
ASSISTANT DIR, ANNUAL GIVING	14	BACHELOR'S	(3) THREE YEARS
ASST ATHL DIR FOR DEVELOPMENT	14	BACHELOR'S	(4) FOUR YEARS
ASST ATHL DIR MEDIA SERVICES	14	BACHELOR'S	(4) FOUR YEARS
ASST DIR, ALUMNI MEMBER'P & MK	14	BACHELOR'S	(3) THREE YEARS
CAMPUS ENERGY MANAGER	14	BACHELOR'S	(4) FOUR YEARS
CJ MARKETING COORDINATOR	14	BACHELOR'S	(4) FOUR YEARS
CONTINUING EDUCATION COORD	14	BACHELOR'S	(4) FOUR YEARS
DATABASE ADMINISTRATOR I	14	BACHELOR'S	(1) ONE YEAR
FACILITY PROJECT COORDINATOR	14	BACHELOR'S	(4) FOUR YEARS
FINANCIAL AID ANALYST, SENIOR	14	BACHELOR'S	(4) FOUR YEARS
GENERAL FOREPERSON	14	BACHELOR'S	(4) FOUR YEARS
INST'L RESEARCH ANALYST, SR	14	BACHELOR'S	(4) FOUR YEARS
MCM CHIEF ENGINEER	14	BACHELOR'S	(4) FOUR YEARS
NETWORK ANALYST I	14	BACHELOR'S	(1) ONE YEAR
PARENT/NEW STUDENT PROGS COORD	14	BACHELOR'S	(3) THREE YEARS
PGA/PGM INTERNSHIP COORDINATOR	14	BACHELOR'S	(3) THREE YEARS
POLICE SUPERVISOR	14	ASSOCIATE ARTS	(4) FOUR YEARS
PROGRAMMER ANALYST I	14	BACHELOR'S	(1) ONE YEAR
RODEO COACH	14	BACHELOR'S	(4) FOUR YEARS
SAFETY COORDINATOR	14	BACHELOR'S	(3) THREE YEARS
SBDC COUNSELING COORDINATOR	14	BACHELOR'S	(4) FOUR YEARS
SBDC TRAINING COORDINATOR	14	BACHELOR'S	(4) FOUR YEARS
SPECIAL EVENTS COORDINATOR	14	BACHELOR'S	(4) FOUR YEARS
SR ASST DIRECTOR, REC SPORTS	14	BACHELOR'S	(3) THREE YEARS
STAFF ASSOCIATE III	14	BACHELOR'S	(4) FOUR YEARS
SYSTEM ANALYST I	14	BACHELOR'S	(1) ONE YEAR
UNIV WAREHOUSE/RECEIVING MGR	14	BACHELOR'S	(4) FOUR YEARS
WEB ADMINISTRATOR II	14	BACHELOR'S	(1) ONE YEAR
ADMINISTRATIVE COORD, SENIOR	15	BACHELOR'S	(5) FIVE YEARS
AGRICULTURAL RESOURCES MANAGER	15	BACHELOR'S	(5) FIVE YEARS
ASSISTANT DIR, ADMS/RECRUIT	15	BACHELOR'S	(5) FIVE YEARS
ASSISTANT DIR, FINANCIAL AID	15	BACHELOR'S	(5) FIVE YEARS
ASSISTANT REGISTRAR	15	BACHELOR'S	(5) FIVE YEARS
ASST DIR, BEARKAT ONECARD SERV	15	BACHELOR'S	(4) FOUR YEARS
ASST DIR, PURCHASING & STORES	15	BACHELOR'S	(5) FIVE YEARS
ASST DIR, SAM HOUSTON PRESS	15	BACHELOR'S	(5) FIVE YEARS
ASST TO VP EM FOR ONCAMPUS REC	15	BACHELOR'S	(4) FOUR YEARS

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ATHLETIC TRAINER	15	MASTER'S	(5) FIVE YEARS
CJ BUSINESS MANAGER	15	BACHELOR'S	(5) FIVE YEARS
COACH, ASSISTANT BASEBALL	15	MASTER'S	(4) FOUR YEARS
COACH, ASSISTANT FOOTBALL	15	MASTER'S	(4) FOUR YEARS
COACH, ASSISTANT SOFTBALL	15	MASTER'S	(4) FOUR YEARS
COACH, ASSISTANT VOLLEYBALL	15	MASTER'S	(4) FOUR YEARS
COACH, ASST MEN'S BASKETBALL	15	MASTER'S	(4) FOUR YEARS
COACH, ASST WOMEN'S BASKETBALL	15	MASTER'S	(4) FOUR YEARS
COACH, STRENGTH	15	MASTER'S	(4) FOUR YEARS
COMPUTER MAINTENANCE SUPERV'OR	15	BACHELOR'S	(2) TWO YEARS
COMPUTER OPERATIONS SUPER'V II	15	BACHELOR'S	(2) TWO YEARS
CONST INSPECTOR/OBSERVER	15	BACHELOR'S	(5) FIVE YEARS
HIDTA INTELLIGENCE ANALYST II	15	BACHELOR'S	(3) THREE YEARS
HUMAN RESOURCES ASST TO DIR	15	BACHELOR'S	(4) FOUR YEARS
HUMAN RESOURCES MANAGER	15	BACHELOR'S	(4) FOUR YEARS
LABORATORY COORD/LIFE SCIENCE	15	MASTER'S	(3) THREE YEARS
TECHNOLOGY SUPPORT SPEC III	15	BACHELOR'S	(2) TWO YEARS
VENDING SERVICES MANAGER	15	BACHELOR'S	(5) FIVE YEARS
ASSISTANT DEAN OF STUDENTS	16	MASTER'S	(3) THREE YEARS
ASSISTANT TO THE DEAN	16	BACHELOR'S	(4) FOUR YEARS
ASSOCIATE DIR, REC SPORTS	16	BACHELOR'S	(5) FIVE YEARS
ASSOCIATE REGISTRAR	16	BACHELOR'S	(5) FIVE YEARS
COACH, HEAD BOWLING	16	MASTER'S	(5) FIVE YEARS
COACH, HEAD GOLF	16	MASTER'S	(5) FIVE YEARS
COACH, HEAD SOCCER	16	MASTER'S	(5) FIVE YEARS
COACH, HEAD SOFTBALL	16	MASTER'S	(5) FIVE YEARS
COACH, HEAD TENNIS	16	MASTER'S	(5) FIVE YEARS
COACH, HEAD TRACK	16	MASTER'S	(5) FIVE YEARS
COACH, HEAD VOLLEYBALL	16	MASTER'S	(5) FIVE YEARS
COMPUTER SYSTEMS COORD I	16	BACHELOR'S	(3) THREE YEARS
COUNSELING PSYCHOLOGIST	16	MASTER'S	(3) THREE YEARS
DATABASE ADMINISTRATOR II	16	BACHELOR'S	(3) THREE YEARS
ENG'H LANGUAGE INSTITUTE COORD	16	MASTER'S	(3) THREE YEARS
NETWORK ANALYST II	16	BACHELOR'S	(3) THREE YEARS
POLICE SUPERVISOR, SENIOR	16	BACHELOR'S	(6) SIX YEARS
PROGRAMMER ANALYST II	16	BACHELOR'S	(3) THREE YEARS
SYSTEM ANALYST II	16	BACHELOR'S	(3) THREE YEARS
TECHNOLOGY COORDINATOR	16	BACHELOR'S	(5) FIVE YEARS
TELECOMMUNICATIONS SPECIALT II	16	BACHELOR'S	(3) THREE YEARS
ASSISTANT DIR, ACCOUNTING	17	BACHELOR'S	(5) FIVE YEARS
ASSISTANT DIR, BUSINESS OFFICE	17	BACHELOR'S	(5) FIVE YEARS
ASSISTANT TO THE DEAN, SENIOR	17	MASTER'S	(5) FIVE YEARS
ASSOC ATHL DIR EXTERNAL OPER'S	17	MASTER'S	(6) SIX YEARS
ASSOC ATHL DIR FOR FINANCE	17	BACHELOR'S	(6) SIX YEARS
ASSOC ATHL DIR STUDENT SERVI'S	17	MASTER'S	(6) SIX YEARS
ASSOC ATHLETIC DIR OPERATIONS	17	MASTER'S	(6) SIX YEARS
ASSOC DIR, ACADEMIC ADVISING	17	MASTER'S	(3) THREE YEARS
ASST DIR, COUNSELING SERVICES	17	MASTER'S	(4) FOUR YEARS
ASST DIR, PUBLIC SAFETY SERVES	17	BACHELOR'S	(5) FIVE YEARS
COACH, ASSISTANT HEAD FOOTBALL	17	MASTER'S	(5) FIVE YEARS
CUST/GROUNDS SERVICES MANAGER	17	BACHELOR'S	(5) FIVE YEARS
FACILITY ARCHITECT	17	BACHELOR'S	(5) FIVE YEARS
GOLF COURSE SUPERINTENDENT	17	BACHELOR'S	(5) FIVE YEARS

TITLE	GRADE	JOB SPECIFICATIONS	
		EDUCATION	EXPERIENCE
HEAD GOLF PROFESSIONAL	17	BACHELOR'S	(5) FIVE YEARS
INFO RESOURCES PROJECT COORD	17	BACHELOR'S	(3) THREE YEARS
INTERNAL AUDITOR, SENIOR	17	BACHELOR'S	(4) FOUR YEARS
PROJECT COORDINATOR	17	BACHELOR'S	(5) FIVE YEARS
WEB ADMINISTRATOR III	17	BACHELOR'S	(4) FOUR YEARS
ASSISTANT DIR, PHYSICAL PLANT	18	BACHELOR'S	(7) SEVEN YEARS
ASSISTANT TO ASSOCIATE PROVOST	18	BACHELOR'S	(5) FIVE YEARS
COACH, HEAD WOMEN'S BASKETBALL	18	MASTER'S	(5) FIVE YEARS
COMPUTER SVC LAB SUPERVISOR	18	BACHELOR'S	(5) FIVE YEARS
COMPUTER SYSTEMS COORD II	18	BACHELOR'S	(5) FIVE YEARS
DATABASE ADMINISTRATOR III	18	BACHELOR'S	(5) FIVE YEARS
HIDTA INTELLIGENCE ANALYST III	18	BACHELOR'S	(5) FIVE YEARS
HUB COORDINATOR	18	BACHELOR'S	(4) FOUR YEARS
HUMAN RESOURCES MANAGER, SR	18	BACHELOR'S	(5) FIVE YEARS
NETWORK ANALYST III	18	BACHELOR'S	(5) FIVE YEARS
PROGRAMMER ANALYST III	18	BACHELOR'S	(5) FIVE YEARS
STAFF PSYCHOLOGIST	18	DOCTORATE	(3) THREE YEARS
SYSTEM ANALYST III	18	BACHELOR'S	(5) FIVE YEARS
ASSISTANT TO VICE PRESIDENT	19	BACHELOR'S	(5) FIVE YEARS
ASSOCIATE DIRECTOR, ACCOUNTING	19	BACHELOR'S	(5) FIVE YEARS
ASST TO PRESIDENT-SPL PROJECTS	19	BACHELOR'S	(7) SEVEN YEARS
PHARMACIST	19	BACHELOR'S	(4) FOUR YEARS
PROJECT MANAGER	19	MASTER'S	(5) FIVE YEARS
UNIVERSITY HOTEL MANAGER	19	BACHELOR'S	(5) FIVE YEARS
ASSOCIATE DIR, HUMAN RESOURCES	20	BACHELOR'S	(6) SIX YEARS
ASST TO PROVOST-VPAA ACD BUDGS	20	BACHELOR'S	(7) SEVEN YEARS
ASST TO PROVOST-VPAA ADMINIS'N	20	BACHELOR'S	(7) SEVEN YEARS
DATABASE ADMINISTRATOR IV	20	BACHELOR'S	(6) SIX YEARS
DATABASE DEVELOPMENT COORD I	20	BACHELOR'S	(6) SIX YEARS
NETWORK ANALYST IV	20	BACHELOR'S	(6) SIX YEARS
PROGRAMMER ANALYST IV	20	BACHELOR'S	(6) SIX YEARS
SOFTWARE DEVELOPMENT COORD I	20	BACHELOR'S	(5) FIVE YEARS
SYSTEM ANALYST IV	20	BACHELOR'S	(6) SIX YEARS
TECHNOLOGY SUPPORT COORD I	20	BACHELOR'S	(3) THREE YEARS
COACH, HEAD BASEBALL	21	MASTER'S	(6) SIX YEARS
STUDENTS' LEGAL ADVISOR	21	DOCTORATE	(2) TWO YEARS
ASSOCIATE DIR, PHYSICAL PLANT	22	BACHELOR'S	(7) SEVEN YEARS
ASST TO PRESIDENT-OPERATIONS	22	BACHELOR'S	(7) SEVEN YEARS
DATABASE DEVELOPMENT COORD II	22	BACHELOR'S	(7) SEVEN YEARS
INFORMATION SECURITY OFFICER	22	BACHELOR'S	(6) SIX YEARS
NETWORK ANALYST COORDINATOR	22	BACHELOR'S	(7) SEVEN YEARS
SOFTWARE DEVELOPMENT COORD II	22	BACHELOR'S	(6) SIX YEARS
SYSTEM ANALYST COORDINATOR	22	BACHELOR'S	(7) SEVEN YEARS
TECHNOLOGY SUPPORT COORD II	22	BACHELOR'S	(5) FIVE YEARS
NURSE PRACTITIONER, ADVANCED	24	MASTER'S & LICEN	(2) TWO YEARS
PHYSICIAN ASSISTANT	24	BACHELOR'S	(2) TWO YEARS
COACH, HEAD FOOTBALL	26	MASTER'S	(8) EIGHT YEARS
COACH, HEAD MEN'S BASKETBALL	26	MASTER'S	(8) EIGHT YEARS
ASSISTANT DEAN OF COLLEGE	NC	DOCTORATE	PROVEN EXP.
ASSOC VP FINANCE & OPERATIONS	NC	BACHELOR'S	(7) SEVEN YEARS
ASSOC VP FOR DEVELOPMENT	NC	BACHELOR'S	(7) SEVEN YEARS
ASSOC VP INFORMATION RESOURCES	NC	BACHELOR'S	(7) SEVEN YEARS
ASSOC VP RESEARCH\SPEC PROGRAM	NC	DOCTORATE	PROVEN EXP.

TITLE	GRADE	JOB SPECIFICATIONS	
		EDUCATION	EXPERIENCE
ASSOC VP STU SER FAC & OPER	NC	MASTER'S	(7) SEVEN YEARS
ASSOCIATE DEAN OF COLLEGE	NC	DOCTORATE	PROVEN EXP.
ASSOCIATE DEAN OF STUDENTS	NC	MASTER'S	(5) FIVE YEARS
ASSOCIATE PROVOST	NC	DOCTORATE	PROVEN EXP.
ASST VP ENROLLMENT MANAGEMENT	NC	MASTER'S	(7) SEVEN YEARS
ASST VP FOR ACADEMIC AFFAIRS	NC	DOCTORATE	(5) FIVE YEARS
ASST VP INFORMATION RESOURCES	NC	BACHELOR'S	(6) SIX YEARS
DEAN GRAD STUDIES & ASSOC VPAA	NC	DOCTORATE	PROVEN EXP.
DEAN OF COLLEGE	NC	DOCTORATE	PROVEN EXP.
DEAN OF STUDENTS	NC	MASTER'S	(7) SEVEN YEARS
DEAN/DIR, CJ COLLEGE & CENTER	NC	DOCTORATE	PROVEN EXP.
DIR, ACAD INSTR TECH & DIS LRN	NC	TERMINAL DEGREE	PROVEN EXP.
DIR, ACAD SERV FOR SHSU AT TUC	NC	MASTER'S	(5) FIVE YEARS
DIR, ACADEMIC SUPPORT PROGRAMS	NC	MASTER'S	(5) FIVE YEARS
DIR, ADVANCEMENT SERVICES	NC	BACHELOR'S	(5) FIVE YEARS
DIR, BEARKAT ONECARD SERVICES	NC	BACHELOR'S	(5) FIVE YEARS
DIR, COMP SER ADM APPLICATIONS	NC	BACHELOR'S	(6) SIX YEARS
DIR, COMP SERVS CLIENT SUPPORT	NC	BACHELOR'S	(6) SIX YEARS
DIR, COMPUTER SERVICES SYSTEMS	NC	BACHELOR'S	(6) SIX YEARS
DIR, CONSTITUENT/SPEC PROGRAMS	NC	BACHELOR'S	(5) FIVE YEARS
DIR, CORP/FOUNDATION RELATIONS	NC	BACHELOR'S	(5) FIVE YEARS
DIR, EDUCATOR PREPA'N SERVICES	NC	MASTER'S	(5) FIVE YEARS
DIR, INTERNATIONAL PROGRAMS	NC	MASTER'S	(5) FIVE YEARS
DIR, PGA/PGM PROG&GOLF CRS OPR	NC	BACHELOR'S	(5) FIVE YEARS
DIR, RESEARCH SPONSORED PROGR	NC	MASTER'S	PROVEN EXP.
DIR, SPECIAL PROJECTS ACAD AFF	NC	MASTER'S	(5) FIVE YEARS
DIRECTOR OF INTERNAL AUDIT	NC	BACHELOR'S & CPA	(5) FIVE YEARS
DIRECTOR OF MARKETING	NC	BACHELOR'S	(5) FIVE YEARS
DIRECTOR, ACCOUNTING	NC	BACHELOR'S	(7) SEVEN YEARS
DIRECTOR, ADMISSIONS/RECRUIT	NC	MASTER'S	(5) FIVE YEARS
DIRECTOR, ALUMNI RELATIONS	NC	BACHELOR'S	(5) FIVE YEARS
DIRECTOR, ANNUAL GIVING	NC	BACHELOR'S	(5) FIVE YEARS
DIRECTOR, ATHLETICS	NC	MASTER'S	PROVEN EXP.
DIRECTOR, BUSINESS OFFICE	NC	BACHELOR'S	(7) SEVEN YEARS
DIRECTOR, CAREER SERVICES	NC	MASTER'S	(5) FIVE YEARS
DIRECTOR, COMMUNICATIONS	NC	BACHELOR'S	(5) FIVE YEARS
DIRECTOR, CONTRACTS & GRANTS	NC	BACHELOR'S	(7) SEVEN YEARS
DIRECTOR, COUNSELING SERVICES	NC	TERMINAL DEGREE	(3) THREE YEARS
DIRECTOR, DONOR RELATIONS	NC	BACHELOR'S	(5) FIVE YEARS
DIRECTOR, FINANCIAL AID	NC	BACHELOR'S	(5) FIVE YEARS
DIRECTOR, HUMAN RESOURCES	NC	BACHELOR'S	(7) SEVEN YEARS
DIRECTOR, INNOVA COLL PROGRAMS	NC	MASTER'S	PROVEN EXP.
DIRECTOR, INSTITUTION RESEARCH	NC	MASTER'S	(5) FIVE YEARS
DIRECTOR, LIBRARY SERVICES	NC	MASTER'S	(7) SEVEN YEARS
DIRECTOR, LOWMAN STUDENT CTR	NC	BACHELOR'S	(5) FIVE YEARS
DIRECTOR, MAJOR GIFTS	NC	BACHELOR'S	(5) FIVE YEARS
DIRECTOR, PHYSICAL PLANT	NC	BACHELOR'S	(7) SEVEN YEARS
DIRECTOR, PUBLIC SAFETY SERVES	NC	BACHELOR'S	(5) FIVE YEARS
DIRECTOR, PURCHASING & STORES	NC	BACHELOR'S	(5) FIVE YEARS
DIRECTOR, RESIDENCE LIFE	NC	BACHELOR'S	(5) FIVE YEARS
DIRECTOR, SAM HOUSTON PRESS	NC	BACHELOR'S	(7) SEVEN YEARS
DIRECTOR, SHSU VISITOR CENTER	NC	MASTER'S	(5) FIVE YEARS
DIRECTOR, SMALL BUS DEVELOP CT	NC	MASTER'S	(5) FIVE YEARS

TITLE	GRADE	JOB SPECIFICATIONS	
		EDUCATION	EXPERIENCE
DIRECTOR, STD HEALTH CENTER	NC	BACHELOR'S	(5) FIVE YEARS
DIRECTOR, STUDENT ACTIVITIES	NC	BACHELOR'S	(5) FIVE YEARS
EXC DIR ST ADVISE & MENTOR CTR	NC	DOCTORATE	(5) FIVE YEARS
EXC DIRECTOR, DEVELOPMENT	NC	BACHELOR'S	(5) FIVE YEARS
INTERIM DEAN OF COLLEGE	NC	DOCTORATE	PROVEN EXP.
MUSEUM DIRECTOR	NC	MASTER'S	(5) FIVE YEARS
PHYSICIAN	NC	MD	(3) THREE YEARS
PRESIDENT	NC	TERMINAL DEGREE	PROVEN EXP.
PROJECT DIRECTOR	NC	MASTER'S	PROVEN EXP.
PROJECT DIRECTOR, SENIOR	NC	MASTER'S-PR PHD	PROVEN EXP.
PROJECT TECHNICAL DIRECTOR	NC	BACHELOR'S	PROVEN EXP.
PROVOST & VICE PRESIDENT	NC	MASTER'S	PROVEN EXP.
REGISTRAR	NC	BACHELOR'S	(7) SEVEN YEARS
VICE PRESIDENT	NC	MASTER'S	PROVEN EXP.