

# Sam Houston State University Human Resources

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## Staff Classification Description –Specialist I

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**Skill Category:** Technical/Para-Professional

**Position (Employee) Class:** 4N500 (N1), 4N501 (NB); 4N502 (NA)

**Grade:** 7

**Date:** 9/2014

**Department:** As Assigned

**Educational & Experience Requirement:** High School graduate or G.E.D. equivalent. College or continued education courses in management, public safety, or communications desirable. Experience in a related field preferred. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs entry-level specialist duties for a department, college, or division.

**Supervision Given & Received:** Works under general supervision and may supervise student assistants.

**Primary Responsibilities:** Performs entry-level specialist duties. Assists in planning, developing, implementing, coordinating, and monitoring programs and services. Assists in the development of policies and procedures. Provides departmental or university information to students, departments, and staff. Assists in coordinating and scheduling appointments and activities. Interprets policies and procedures. Assists in compiling, tracking, and reviewing data and reports. Assists in preparing, reviewing, revising, and distributing reports, documents, and correspondence. Performs other related duties as assigned.

**Other Specifications:** Requires the use of standard equipment common to most offices including computers. Must be accurate in business mathematics, spelling, grammar, and punctuation. Must communicate effectively in English, both orally and in writing. Maintains all required certifications and attends on-going training. Must be able to perform a variety of tasks, often changing quickly from one task to another without loss of efficiency or composure.

**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.**