

Sam Houston State University Human Resources

Staff Classification Description – Specialist II

Skill Category: Technical/Para-Professional

Position (Employee) Class: 4N505 (N1); 4N506 (NA)

Grade: 09

Date: 11/2014

Department: As assigned

Education & Experience Requirements: Associates Degree in related field. Two years relevant administrative assistant experience or experience in a related field. Certifications may be required. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs specialist duties or services for a department, college or division.

Supervision Given & Received: Works under general supervision and may provide direction to staff and student workers.

Primary Responsibilities: Performs specialist duties. Plans, develops, implements, coordinates and monitors programs or services. Assists in the development of policies, procedures and guidelines. Provides departmental or university information to students, departments, and staff. Coordinates and schedules appointments and activities. Interprets policies and procedures. Compiles, tracks, and reviews data and reports. Attends meetings. Prepares, reviews, revises and distributes reports, documents, and correspondence. Performs other duties as assigned.

Other Specifications: Maintains contacts with personnel. Requires a general knowledge of standard office functions. Requires good knowledge of procedures and practices. Must be able to use standard office software. Must be able to apply policies and procedures and solve routine problems of a repetitive nature.

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.