

# Sam Houston State University Human Resources

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## Staff Classification Description – Coordinator III

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**Skill Category:** Professional

**Position (Employee) Class:** 3N154 (E1), 3N155 (O3)

**Grade:** 17

**Date:** 11/2014

**Department:** Various

**Educational & Experience Requirement:** Bachelor's degree in related field. Three years of experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs complex administrative and supervisory program work.

**Supervision Given & Received:** Works under general direction and may supervise employees.

**Primary Responsibilities:** Oversees the work of assigned program staff. Prepares and reviews reports on the effectiveness of program activities. Prepares program budget requests. Prepares and oversees the preparation of training and operational manuals. Confers with staff on program issues and problems and implements solutions. Plans, implements, coordinates, monitors, and evaluates programs. Recommends program guidelines, procedures, policies, rules, and regulations. Develops and recommends program guidelines. Interprets policies, rules, and regulations and ensures they are followed. Performs other duties as assigned.

**Other Specifications:** Knowledge of local, state, and federal laws. Ability to supervise business functions. Communicates with other university departments, personnel, and other agencies.

**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.**