

Sam Houston State University Human Resources

Staff Classification Description – Coordinator V

Skill Category: Professional

Position (Employee) Class: 3N158 (E1)

Grade: 25

Date: 11/2014

Department: Various

Educational & Experience Requirement: Bachelor's degree in related field. Five 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 advanced administrative and supervisory program work.

Supervision Given & Received: Works under general direction and supervises employees.

Primary Responsibilities: Oversees the work of assigned program staff. Oversees the preparation of program management and productivity reports and studies. Ensures the effectiveness of program activities. Prepares and evaluates program budget requests. Prepares and oversees the preparation of training and operational manuals. Confers with staff on program issues to identify and implement solutions. Plans, implements, coordinates, monitors, and evaluates programs. Establishes program goals and objectives. Develops and approves schedules, priorities, and standards for achieving goals. Develops and recommends program guidelines. Oversees and conducts special investigations, program analysis, and research studies. Provides guidance to employees in handling difficult or complex problems. 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. Ability to gather, assemble, correlate, and analyze facts.

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.