

Sam Houston State University Human Resources

Staff Classification Description – Coordinator I

Skill Category: Professional

Position (Employee) Class: 3N150 (E1)

Grade: 12

Date: 11/2014

Department: Various

Educational & Experience Requirement: Bachelor's degree in related field. One year 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 semi-complex administrative and supervisory program work.

Supervision Given & Received: Works under minimum supervision and may supervises employees.

Primary Responsibilities: Oversees the work of assigned program staff. Prepares and reviews reports on the effectiveness of program activities. Confers with staff on program issues and problems. Plans, implements, coordinates, monitors, and evaluates programs. Recommends program guidelines, procedures, polices, rules, and regulations. 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.