

Sam Houston State University Human Resources

Staff Classification Description – Museum Collections Registrar

Skill Category: Clerical
Position (Employee) Class: 5N301 (NA)
Grade: 5
Date: 11/2014

Department: Sam Houston Memorial Museum

Educational & Experience Requirement: High school graduate or GED equivalent. Three years relevant collections cataloging experience in a museum or comparable educational or library setting. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Assists professional staff in cataloging and processing of collections.

Supervision Given & Received: Work is performed under general supervision and may supervise student assistants and docents.

Primary Responsibilities: Creates, catalogs, and maintains the permanent files, documents, and records of the buildings/artifacts/objects/documents in the Museum's collections. Assists in maintaining the archives of the Sam Houston Memorial Museum. All records will be maintained in the proper form and with the recommended standards of the American Association of Museums. Performs other related duties as assigned.

Other Specifications: Must be computer literate.

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.