

## Sam Houston State University Human Resources

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### Staff Classification Description – Specialist IV

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**Skill Category:** Technical/Para-Professional

**Position (Employee) Class:** 4N515 (N1), 4N516 (NB), 4N517 (O4)

**Grade:** 15

**Date:** 08/2016

**Department:** As assigned

**Education & Experience Requirements:** Bachelor's Degree in related field. Two years relevant specialist experience or experience in a related field. Certifications may be required. Experience in Higher Education and specialized work is desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

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

**Supervision Given & Received:** Works under general direction and may supervise staff and student workers.

**Primary Responsibilities:** Performs highly advanced specialist duties. Accountable for the execution and follow through of complex and technical responsibilities. Plans, develops, implements, coordinates and monitors programs or services. Responds to information requests. Collects, reconciles, and maintains complex data. Coordinates and implements departmental processes. Monitors project timelines and identifies issues. Prepares letters, correspondence, and reports. Plans and coordinates events. Develops, coordinates, and implements assigned processes. Oversees website. Provides assistance with and interprets policies and procedures. May coordinate and supervise program activities. Performs other duties as assigned.

**Other Specifications:** Requires detailed knowledge of university infrastructure, policies and procedures. Requires thorough knowledge of office systems. Must have the ability to solve operational problems and make suggestions for process improvement.

**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.**