

**SAM HOUSTON STATE UNIVERSITY  
STAFF CLASSIFICATION DESCRIPTION**

**TITLE:** Reservations Coordinator

**EEO CATEGORY:** Professional

**JOB NUMBER:** 9-0032

**STATUS & GRADE:** E-9

**DATE:** 07/1998

**DEPARTMENT:** As Assigned

**EDUCATIONAL & EXPERIENCE REQUIREMENT:** Bachelor's Degree in Business Administration, or related field with no experience. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** To maintain a professional relationship and viable communication with staff, faculty, students and other individuals visiting the University through the functional use and arrangement of University equipment and space.

**SUPERVISION GIVEN & RECEIVED:** Support personnel as required.

**PRIMARY RESPONSIBILITIES:** Maintenance of up to date calendar of events, recording and collection of information. Responsible for planning, scheduling and supervision of the work of the clerical and office employees. Assist Director or Department Head in various areas as required. Keep current directory and answer inquiries concerning fees and accommodations. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Other University departments, vendors, students, visitors, and off campus agencies.

**THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.**