

**SAM HOUSTON STATE UNIVERSITY  
STAFF CLASSIFICATION DESCRIPTION**

**TITLE:** Assistant Student Center Operations Supervisor      **EEO CATEGORY:** Professional  
**JOB NUMBER:** 0-0840  
**STATUS & GRADE:** E-10  
**DATE:** 06/2006

**DEPARTMENT:** Lowman Student Center

**EDUCATIONAL & EXPERIENCE REQUIREMENT:** High school graduate or G.E.D. equivalent with six (6) years supervisory experience in facility operations or related student services professional area. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** Assist Assistant Director for LSC Facility Operations in supervision and administration of facility operations, housekeeping, AV technical assistance, physical plant liaison, and facility use liaison. Manages the operations of the Student Center during the evening hours.

**SUPERVISION GIVEN & RECEIVED:** Supervises as assigned, building services support personnel of the Lowman Student Center. Receives minimum supervision from the Assistant Director for LSC Facility Operations.

**PRIMARY RESPONSIBILITIES:** Assists Assistant Director for LSC Facility Operations in supervision of building maintenance operations, custodial care, facility setups, supply procurement and inventory control, fire and safety programs and equipment, and technical arrangement for groups using LSC facilities. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Work schedule will be determined based upon the evening operation needs of the Student Center. Contacts with students, staff, faculty, administrators, alumni, and other individuals in the community who use the Lowman Student Center facility.

**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.**