

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Director of Sam Houston Press

EEO CATEGORY: Administrative

JOB NUMBER: 0-1556

STATUS & GRADE: E-NC

DATE: 04/1999

DEPARTMENT: Sam Houston Press

EDUCATION & EXPERIENCE REQUIREMENTS: Bachelor's Degree in Printing or Graphic Arts. Minimum of seven (7) years experience in graphic arts and printing as a supervisor. Knowledge of printing machines of various kinds and photographic equipment. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Performs responsible administrative and managerial duties in directing and coordinating university press activities.

SUPERVISION GIVEN & RECEIVED: Print shop supervisor, press persons, secretaries, and other support employees and student workers.

PRIMARY RESPONSIBILITIES: Responsible for total activities of graphic art department. Including but not necessarily limited to the following: plan, organize, and schedule personnel and work. Responsible for department budget, supplies, accounts, time sheets, employee hiring, training, and customer needs. Responsible for all printing and photographic activities. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Other university departments, vendors, 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.