

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

**TITLE:** Registrar Publications Coordinator

**EEO CATEGORY:** Professional

**JOB NUMBER:** 9-2361

**STATUS & GRADE:** E-12

**DATE:** 05/2007

**DEPARTMENT:** Registrar's Office

**EDUCATIONAL & EXPERIENCE REQUIREMENT:** Bachelor's Degree in communications, journalism, public administration, or other related academic area. A minimum of two (2) years professional work experience in writing, publishing and/or editing is required. Experience in an academic environment is desirable. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** To create, review, edit and coordinate current publications, participate in the planning of future publications, develop new ideas and supervise the preparation and printing of publications in the Registrar's Office.

**SUPERVISION GIVEN & RECEIVED:** The position receives general supervision and reports to the Registrar and may supervise student workers as assigned.

**PRIMARY RESPONSIBILITIES:** Provides support for special desktop publishing projects of the office. Writes, edits, and supervises production of documents such as The Registrar Calendar, Special Projects for Destination Graduation, and the production FERPA and various other manuals. Will be responsible for marketing events that the Registrar's Office sponsors and will be expected to promote continuous growth in these events. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Word Processing, graphic design, desktop publishing elements, along with a thorough understanding of that software is necessary. Requires strong interpersonal skills for ongoing projects and programs involving students, faculty, staff, and external constituency. Strong writing and desktop publishing skills.

**THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED IN 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 MINIMUM'S REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. SAM HOUSTON STATE UNIVERSITY IS A DRUG FREE/SMOKE FREE WORKPLACE AND IS 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.**