

**SAM HOUSTON STATE UNIVERSITY  
STAFF CLASSIFICATION DESCRIPTION**

**TITLE:** Assistant Director for LSC Operations

**EEO CATEGORY:** Professional

**JOB NUMBER:** 0-0841

**STATUS & GRADE:** E-12

**DATE:** 06/2006

**DEPARTMENT:** Lowman Student Center

**EDUCATIONAL & EXPERIENCE REQUIREMENT:** Bachelor's degree in related field or equivalent training. Two (2) 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 the director in supervision and policy development of all building operations and service. Provide direction, supervision, coordination of daily upkeep of the LSC facilities. Provide assistance in supervising, purchasing, planning, and coordination of various projects and building services.

**SUPERVISION GIVEN & RECEIVED:** Reports directly to and receives general direction from the Director of Lowman Student Center (LSC). Supervises LSC facility support personnel assigned to operations function.

**PRIMARY RESPONSIBILITIES:** Supervises building operations, custodial care, facility setups, fire and safety programs, and equipment inventory control. To provide assistance in evaluating, planning and coordinating the needs of the LSC facility. Responsible for recommending departmental purchasing of supplies and equipment through assigned budget accounts. Responsible for coordination of support facilities services, and equipment to include, but not limited to, audio-visual systems and equipment. Maintains audio-visual equipment inventory to include preventative maintenance, repairs and accounting for inventory. Trains student staff employees on operating procedures for audio-visual equipment. Maintains a visible presence at high profile events in the LSC. Develops leadership training and student development activities for student employees. Serves as liaison to coordinate operational needs of non-departmental facilities and operations within the LSC such as University Bookstore, food service units, Dean of Students Office, Bearkat OneCard Office, Vice President for Student Services Office, Student Government Association, and Program Council. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Must possess good oral, telephone, and writing skills for contacts with students, staff, faculty, administrators, alumni, and other individuals in the community who use the Lowman Student Center facility. Due to constant changes in audio-visual technology, must be able to adapt and quickly implement changes beneficial to the LSC. Required to be on call as needed to provide supervision during emergencies and/or special events. Requires some evening and week-end work.

**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.**