

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Student Activities Program Coordinator

EEO CATEGORY: Professional

JOB NUMBER: 0-2266

STATUS & GRADE: E-12

DATE: 10/2004

DEPARTMENT: Student Activities

EDUCATIONAL & EXPERIENCE REQUIREMENT: Bachelor's Degree in a related field. Requires two (2) years related work experience in an educational environment dealing with student activities, programs, extra-curricular activities, promotions, or special events. Experience at an institution of higher education is desired. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: This position may include one or more of the following areas of responsibilities: coordinate large scale events and activities for the University; develop, implement, coordinate, maintain, and supervise a well-rounded student activity program offered through the Program council; and/or provide administrative leadership to the Greek leaders and organizations.

SUPERVISION GIVEN & RECEIVED: Supervises Support Staff, Program Advisor(s) and student assistants where appropriate. Receives general direction from the Assistant Director of Student Activities.

PRIMARY RESPONSIBILITIES: May include but not limited to: To perform all tasks related to the operation of campus-wide special events such as Homecoming, Parents' Weekend, Spring Festival, Tree of Light Ceremony, and other special events as created or assigned. Coordinate events for non-traditional students and coordinate galas or other special events. To provide leadership and direction to the staff responsible for advising standing committees of the Program Council. Supervises professional staff. To assist in the coordination of all brochures and publicity releases pertaining to special event programs and the Program Council. To serve as a resource person and liaison advisor to students, faculty, and staff members, as well as campus organizations, on matters of programming and entertainment. Administrative responsibility includes scheduling, budgeting and budget control, artist contracting and programming staff selection, training workshops, and meetings involving student activities. Oversees administrative tasks necessary for the smooth, successful operation of Program Council events. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Contacts with students, staff, faculty, administration, alumni, parents, corporate officials, public officials, and general public.

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.