

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

TITLE: Coliseum Operations Coordinator

EEO CATEGORY: Professional

JOB NUMBER: 9-2311

STATUS & GRADE: E-10

DATE: 08/2006

DEPARTMENT: Recreational Sports & Activities

EDUCATION & EXPERIENCE REQUIREMENTS: Bachelor's degree in Business or related field. One (1) year experience with day-to-day facility operations which would include: building maintenance, event supervision, and staff training. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: To work directly with the Associate Director of Facilities in the day-to-day operations of the Johnson Coliseum.

SUPERVISION GIVEN & RECEIVED: Supervision received directly by the Associate Director for Facilities. Supervision is given to student workers.

PRIMARY RESPONSIBILITIES: Duties may include, but are not limited to, the following: Hiring, training, and evaluating student employees; developing and revising policies and guidelines for coliseum use; introducing new technological advances and incorporating them into select aspects of the coliseum operations; and to serve as a "point person" for outside user groups as well as in-house tenants (coaches). Performs other related duties as assigned.

OTHER SPECIFICATIONS: Must be able to communicate and work well with contracted services such as concession vendors, maintenance personnel, and custodial services.

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.