

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

TITLE: Director of Lowman Student Center

EEO CATEGORY: Administrative

JOB NUMBER: 0-2326

STATUS & GRADE: E-NC

DATE: 06/2006

DEPARTMENT: Lowman Student Center

EDUCATION & EXPERIENCE REQUIREMENTS: Bachelor's degree required in Education, Institutional Management, Student Personnel Administration or related field. Five (5) years experience in an administrative position in student center operations/student activities or a closely related field. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Oversees all aspects regarding the daily operation of the student center, along with exhibiting coordination with the varied programs offered through Student Activities, Academic Affairs, and on-campus and off-campus communities. Develop, establish and update all facility-related policies and procedures through appropriate channels.

SUPERVISION GIVEN & RECEIVED: Directly supervises the Reservations Coordinator, Assistant Director for LSC Facility Operations, and the central office personnel including student employees. Individual supervision is given to those staff associated within each area. Reports directly to and receives general direction from the Associate Vice President for Student Services Facilities and Operations.

PRIMARY RESPONSIBILITIES: Responsible for the total facility operation of the Lowman Student Center and the strategic marketing of the facility and the services offered to students, staff, and faculty, in addition to off-campus constituents. Oversees all fiscal, personnel, and facility matters of the department. This includes, but is not limited to, budget preparation and supervision, personnel selection and evaluation, and facility improvement and ongoing maintenance. Works with a student advisory committee and will coordinate, assist, and/or plan university extracurricular activities. Will serve on various university and Division of Student Services committees as requested or assigned. Will perform other duties as assigned.

OTHER SPECIFICATIONS: Contact daily with other campus departments, faculty, administrative staff, parents, students, alumni, and the 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 PLAN.