

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

**TITLE:** Office Supervisor

**EEO CATEGORY:** Professional

**JOB NUMBER:** 0-0030

**STATUS & GRADE:** E-9

**DATE:** 07/1998

**DEPARTMENT:** As Assigned

**EDUCATION & EXPERIENCE REQUIREMENT:** Bachelor's degree in Business Administration, Public Administration, or related area with no experience is required. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** To provide direction and supervision for the staff in a large office. Responsible for the supervision of a large office in a major function of the University. Handles a large volume of decisions related to the daily operations of the department or area.

**SUPERVISION GIVEN & RECEIVED:** Full supervision of several clerical positions. Recommends or exercises responsibility for the hiring, continued employment supervision, discharge, or disciplinary action of subordinates. Receives general supervision and follows established policies and procedures.

**PRIMARY RESPONSIBILITIES:** Plans, schedules, and supervises the work of non-professional support employees of the department or area. Determines work priorities, evaluates work in progress, and ensures the meeting of deadlines. Responsible for maintaining records and making reports related to a major function of the University. Acts as a liaison with other departments such as Payroll, Human Resources, Computer Services, and other service departments on matters related to own department or section. Periodically prepares reports related to the responsibilities and activities. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Work usually requires a choice of actions within limits defined by standard practice and instructions. Requires occasional independent judgment and initiative. Errors may cause considerable interruption and delay in normal work routine.

**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.**