

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

**TITLE:** Director of Bearkat One-Card Services

**EEO CATEGORY:** Administrative

**JOB NUMBER:** 9-0640

**STATUS & GRADE:** E-NC

**DATE:** 10/2005

**DEPARTMENT:** Bearkat One-Card Services

**EDUCATION & EXPERIENCE REQUIREMENTS:** Bachelor's degree in Accounting, Marketing or related field and at least five (5) years experience in financial management or related field. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** Supervises financial management operations and staff in the operation of the University's Bearkat One-Card program.

**SUPERVISION GIVEN & RECEIVED:** Supervises exempt and non-exempt staff in full and partial capacities. Determines work methods or approaches with minimum direction and supervision from the Vice President for Student Services.

**PRIMARY RESPONSIBILITIES:** Oversees the production of all access devices such as ID cards. Coordinates efforts of the University with those of the local banking institution or other entities engaged in the Bearkat One-Card program. Oversees any contracts with banks or other entities to ensure that all royalties, fees and other compensation due the University is accounted for and received in accordance with any and all agreements. Assists all one-card users and vendors in the application of the program by facilitating the needs of one-card users in acquiring cards, maintaining declining account balances, and implementing additional features such as security access, Visa/MasterCard options, and maintaining status of card reader equipment . Oversees marketing strategies directed to on-campus community. Prepares and submits status reports to the Vice President for Student Services. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Communicates with off-campus vendors regarding program benefits and procedures, and investigates future, unexplored one-card options to benefit users and economize existing processes. Promotes the University's image and exposure in the community as well as develops a positive campus and community atmosphere and culture by joining one-card users with vendors in the community.

**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.**