

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

**TITLE:** Enrollment Management Counselor

**EEO CATEGORY:** Professional

**JOB NUMBER:** 9-2369

**STATUS/GRADE:** E-11

**DATE:** 08/2007

**DEPARTMENT:** Enrollment Management

**EDUCATIONAL & EXPERIENCE REQUIREMENT:** Bachelor's degree in related field. Two (2) years of experience working with aspects of Higher Education and/or Public Relations including experience and expertise in driving large motor vehicles and pulling trailers. Also requires knowledge of technical equipment and computers. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** Responsible for implementing the state initiative of Closing the Gaps by helping to promote access and awareness of college to prospective students and to the community. Will focus efforts on students from specific areas and school districts with low college enrollments and interpret the goals and values of the University to the public.

**SUPERVISION GIVEN & RECEIVED:** Supervision given to student workers (G-Force members and Orientation Leaders) and receives general supervision from the Assistant VP for Enrollment Management.

**PRIMARY RESPONSIBILITIES:** Responsible for driving a one-ton truck hauling a forty-two foot trailer (Mobile Go Center - MGC) to scheduled events and sites in various regions across Texas. Set up, dismantle and trouble shoot the MGC Unit equipment such as laptops, satellite, wheelchair lift, generator, materials, and related items at events. Also responsible for securing the MGC Unit properly at host sites and home site storage facility. Must be able to effectively give presentations and provide information in all aspects of Higher Education institutions such as college applications (Apply Texas), financial aid (FAFSA) counseling, "career cruising", testing requirements for college admissions and for the Texas Success Initiative, registering for classes after academic advising and other relevant institutional information. As needed, during certain Spring and Summer months, will assist the Student Retention Coordinator with New Student Orientation planning, training, and program implementation. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Will require extensive travel with possibility of spending several nights away at a time including some weekends. Must be able to communicate well with prospective students, parents, alumni, other state agencies, University faculty and staff, and high school administrators. Must be able to work in a "high traffic" area with numerous distractions. The incumbent must be reliable, personable, and exhibit a positive image for the department and the University.

**Will require obtaining a Texas Commercial Driver's License (CDL) and possess and maintain a driving record acceptable to the University's insurance carrier. CDL may require special endorsement required by Texas Department of Transportation (TxDot).**

**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.**