

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

**TITLE:** Visitor Center Counselor

**EEO CATEGORY:** Professional

**JOB NUMBER:** 9-1667

**STATUS & GRADE:** E-9

**DATE:** 08/2006

**DEPARTMENT:** Visitor Center

**EDUCATION & EXPERIENCE REQUIREMENTS:** Bachelor's degree. No experience required. Knowledge of Sam Houston State Student activities and university procedures would be helpful. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** Responsible for translating the goals and values of the University to all categories of prospective students and parents. Participates in those activities involving the projection of the University's image of the public, assisting the student's enrollment into the University, keeping the University aware of changing characteristics of students, and securing for the University the students who best profit from the educational opportunities offered by the University.

**SUPERVISION GIVEN & RECEIVED:** Supervision given to student workers and supervision received from the director of the Visitor Center.

**PRIMARY RESPONSIBILITIES:** Responsible for participating in the total prospective student visitor program and the campus preview day "Saturdays @ SAM!" Assists in greeting and promoting SHSU to prospective students, parents and friends, high school counselors, and community college counselors to the University. Assists in coordinating campus visit requests and tours of the campus by prospective students and parents, including special tour groups. May attend student-oriented conferences and events on behalf of the Visitor Center. Interact with academic departments and prospective students to connect students with their area of interest and maximize academic recruiting potential. Assist with the coordination of the Visitor Center Ambassador Program. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Good computer skills strongly desirable. Bi-lingual in Spanish a plus. The incumbent must be reliable, personable, and exhibit a positive image for the department and University. Must also possess the ability to communicate effectively with a varied range of visitors and work in a high-visibility area.

**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.**