

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

TITLE: Director of SHSU Visitor Center

EEO CATEGORY: Administrative

JOB NUMBER: 9-1670

STATUS & GRADE: E-NC

DATE: 01/2007

DEPARTMENT: Visitor Center

EDUCATIONAL AND EXPERIENCE REQUIREMENT: Master's Degree with a minimum of five (5) years related professional experience in a college/university. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE AND PURPOSE OF POSITION: Serves as administrative officer primarily responsible for coordinating SHSU visitors on campus. Participates and coordinates with campus academic departments to assist visitors with updated information.

SUPERVISION GIVEN & RECEIVED: Reports to the Assistant Vice President of Enrollment Management. Supervises the Secretary, Counselor, Student Ambassadors and Student Assistants.

PRIMARY RESPONSIBILITIES: Responsible to give direction to Visitor Center activities and to increase the number of on-campus visitors; serve on committees as requested by the President or the Vice President of Enrollment Management; supervise all Visitor Center staff; maintain open communication with all campus departments to encourage visitors to apply and enroll at SHSU. Oversee all activities and budgets associated with the Visitor Center. Assist academic departments and Undergraduate Admissions in the recruitment of students by forwarding the names of prospective students interested in each area. Responsible for on-campus prospective student events to include "Saturdays @ SAM!" and other events as needed. Performs other duties as assigned by the Vice President of Enrollment Management or the President.

OTHER SPECIFICATIONS AND CONTACTS: Prospective students (visitors), parents, alumni, other state agencies, high school counselors and community college officials.

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.