

Sam Houston State University Human Resources

Staff Classification Description – Director, Student Money Management Center

Skill Category: Administrative

Position (Employee) Class: 1M170 (E1)

Grade: NC

Date: 08/2011

Department: Student Money Management Center

Educational & Experience Requirement: Bachelor's degree in finance, public relations, project management, marketing or other business related field. Master's degree helpful. Requires five (5) years of related work experience in an educational environment, financial planning, public relations, project management, marketing, or related environment. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Responsible for management of the University's Student Money Management Center. Serves as the center's primary representative and coordinator and oversees the administration and operation of the day to day programs and services of the center. Provides oversight to all operations and services and supervises all staff.

Supervision Given & Received: Receives minimum direction from the Assistant Vice President and Director of Bearkat OneCard Services. Supervises support staff of the Student Money Management Center.

Primary Responsibilities: Responsibilities include, but are not limited to the following duties: provide leadership in selecting educational outreach opportunities for the university community and creation of programming and training calendar; develop and conduct presentations and workshops; represent the Student Money Management Center at departmental and campus events; oversee marketing and advertising activities and campaigns; ensure reporting and assessment requirements are met by submission deadlines. Create and regularly revise center leadership training materials. Serve as liaison with intercampus and intracampus departments and organizations. Develop and track annual budget to ensure availability of funding. Submit budget allocation for purchasing of materials and equipment. Manage fiduciary and operational responsibilities for the center. Supervise and evaluate all staff members. Administrative duties include meetings, budget preparations, purchase orders, and employee related tasks such as employment, evaluation, employee relations, etc. Develop and continuously improve training, supervision, and hiring. Assist with training and orientation of team members. Facilitate project status and program development team meetings. Conduct regular one-on-one meetings with team members. Develop project management skills of team members. Assists in drafting proposals and grants for special funding opportunities. Performs other related duties as assigned.

Other Specifications: Contacts with students, staff, faculty, administration, alumni, parents, corporate officials, public officials, and general public. Use of independent judgment and initiative are required. Attend workshops, trainings, conferences, and seminars. Incumbent must maintain certifications in financial planning and CEU's. This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.