Classification	Director of SHSU Visitor Center
Grade	NC
Working Title	
FLSA Status	Exempt
Position Class Code	1M170
Full Time Part Time	Full Time
Educational and Experience Requirement	Master's Degree in related field with a minimum of five years experience in related professional field experience in a college/university. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.
Nature & 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.
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; supervise university telephone operators; direct GoKatGo trailer activities; 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. Performs other related duties as assigned.
Other Specifications	Prospective students (visitors), parents, alumni, other state agencies, high school counselors and community college officials. This position may be designated as a Campus Security Authority (CSA).
Supervision Given and Received	Reports to the Assistant Vice President of Enrollment Management. Supervises the Secretary, Counselor, Student Ambassadors and Student Assistants.

Title Information