

Sam Houston State University Human Resources

Staff Classification Description – Assistant VP & Director of OneCard Services

Skill Category: Administrative

Position (Employee) Class: 1M140 (E1)

Grade: NC

Date: 03/2011

Department: Bearkat One-Card Services

Education & Experience Requirements: Bachelor's degree in Accounting, Marketing or related field and at least six (6) years experience in financial management or related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Supervises financial management operations and staff in the operation of the University's Bearkat One-Card program.

Supervision Given & Received: Supervises exempt and non-exempt staff in full and partial capacities. Determines work methods or approaches with minimum direction and supervision from the Vice President for Student Services.

Primary Responsibilities: Oversees the production of all access devices such as ID cards. Coordinates efforts of the University with those of the local banking institution or other entities engaged in the Bearkat One-Card program. Oversees any contracts with banks or other entities to ensure that all royalties, fees and other compensation due the University is accounted for and received in accordance with any and all agreements. Assists all one-card users and vendors in the application of the program by facilitating the needs of one-card users in acquiring cards, maintaining declining account balances, and implementing additional features such as security access, Visa/MasterCard options, and maintaining status of card reader equipment. Oversees marketing strategies directed to on-campus community. Prepares and submits status reports to the Vice President for Student Services. Performs other related duties as assigned.

Other Specifications: Communicates with off-campus vendors regarding program benefits and procedures, and investigates future, unexplored one-card options to benefit users and economize existing processes. Promotes the University's image and exposure in the community as well as develops a positive campus and community atmosphere and culture by joining one-card users with vendors in the community.

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.