

# Sam Houston State University Human Resources

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## Staff Classification Description – Assistant Vice President

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**Skill Category:** Administrative

**Position (Employee) Class:** 1M140 (E1)

**Grade:** NC

**Date:** 04/2017

**Department:** As assigned

**Educational & Experience Requirement:** Master's degree in a related field. Five years of experience in a related field. Experience in a state institution of higher education is desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs complex and highly advanced work assisting in the direction and guidance of strategic operations and planning for multiple departments in the division.

**Supervision Given & Received:** Works under minimum direction from the Associate Vice President from that division, and directs the supervision of staff.

**Primary Responsibilities:** Collaborates with university leaders to align departmental operations and systems with the universities functional and strategic needs. Collaborates with the Associate Vice President to develop, establish, and communicate the strategic plan. Acts as a liaison between administrative offices, colleges, and departments. Insures compliance with applicable state and federal laws, University policy and divisional directives. Provides leadership, vision, strategic planning, direction and mentorship to staff. Receives inquiries and respond with discretion to questions and requests of a complex and/or confidential nature. Plans and administers the deployment of for specific departments Participates in the formulation, documentation, and implementation of processes and procedures for the division. Develops activities, policies, procedures and a departmental culture that facilitates, promotes, and sustains collaboration with the university community. Oversees marketing strategies for the departments and division. Responsible for developing goals and performance measures for specific offices. Responsible for departmental budget planning, justification, documentation, and control. Assists the Associate Vice President with development of strategic and operational plans. Prepares and submits status reports to the Associate Vice President. Serves on committees as requested. Performs other related duties as assigned.

**Other Specifications:** Provides leadership and oversight of all functions in the departments. Must exhibit a high level of professionalism and maturity, executive ability, and a keen understanding of protocol. Ability to organize work effectively, conceptualizes and prioritizes objectives, and exercises independent judgment. Skilled in the development of policies and operational procedures. Skilled in directing multiple tasks, setting priorities, and organizing operations. Ability to provide financial and administrative guidance within areas of responsibility and providing direct training and supervision as needed. Ability to establish and maintain effective work relationships with administration, faculty, staff, and the public. Strong communication skills, both orally and written. Assists in coordinating large scale economic and resource projects is essential. Frequent interaction with university administration to assist with projects and strategic planning. Requires critical judgment, in which very serious consequences of decision-making can occur. Interprets and applies complex directives, policies, regulations, statues, and procedures and/or written guidelines related to the over-all organization. Must possess excellent complex reasoning skills.

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. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. 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.