

## Sam Houston State University Human Resources

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### Staff Classification Description – Associate Vice Provost

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**Skill Category:** Executive/Administrative  
**Position (Employee) Class:** 1M272 (E1)  
**Grade:** NC  
**Date:** 9/2014

**Department:** First Year Experience

**Educational & Experience Requirement:** Doctoral or terminal degree required. Seven years of experience in related field with successful administrative experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Assists the Provost and Vice Provost in furthering the goals within the Division of Academic Affairs.

**Supervision Given & Received:** Works under minimum direction of the Vice Provost for Academic Affairs and supervises staff and student employees.

**Primary Responsibilities:** Provides direction and support for Academic Affairs initiatives. Creates and submits reports to internal and external constituents. Supports the education mission of student recruitment, retention and development. Collaborates with university communities. Represents Sam Houston State University in local, state, and national organizations. Represents Academic Affairs on various other projects, committees, and initiatives. Performs other related duties as assigned.

**Other Specifications:** Work involves executive skills requiring the ability to develop, interpret, and apply policy, procedures, and direction to a variety of situations and projects. High level of independent judgment, resourcefulness, creativeness, and initiative is required. The ability to direct and implement academic initiatives as suggested by the Provost. Ability to exercise discretion and utilize strong reasoning, problem solving, and communication 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.**