

## Sam Houston State University Human Resources

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### Staff Classification Description – Assistant Vice President for Human Resources and Diversity

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**Skill Category:** Executive/Administrative  
**Position (Employee) Class:** 1M140 (E1)  
**Grade:** NC  
**Date:** 7/2020

**Department:** Human Resources

**Educational & Experience Requirement:** A master's degree or advanced degree in appropriate field required. Candidates with specialized training in law, human resources, organizational management, planning, compensation and labor relations preferred. Demonstrated experience with human resource activities in an environment similar in complexity to SHSU. Five years of executive HR experience preferred. A deep understanding of the field's current and emerging regulatory requirements coupled with employee relations experience required. Proven ability to build and maintain collegial relationships with a diverse group of stakeholders and public higher education and/or medical school HR experience is desired. A combination of education, experience, and training producing the required knowledge and abilities may be considered.

**Nature & Purpose of Position:** Functional responsibility for administration of university Human Resources activities to include strategic planning, assigning, and supervising. Oversees and participates in employee relations activities involving all campus employees.

**Supervision Given & Received:** Receives minimum direction from the Vice President for Finance and Operations. Supervises Human Resources personnel.

**Primary Responsibilities:** Responsible for the following: supervision of the Human Resources Department; university staffing, wage and salary administration, recruiting, staffing, employee benefits, and compensation; EEO/Affirmative Action program; employee development and employee relations. Position advises university administrative officers on personnel matters. Serves as University's primary interface with local, state, and federal regulatory agencies. Interprets, develops, and revises human resources policies and procedures ensuring compliance with applicable laws, rules, and regulations. Represents the department on university committees. Participates in strategic planning and directs the development of the annual operation budget. Performs other related duties as assigned.

**Other Specifications:** Provides leadership and oversight of all HR functions. Successful candidate must exhibit a high level of professionalism and maturity, executive ability, keen understanding of business protocol, ability to organize work effectively, conceptualize and prioritize objectives, and exercise 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 and provide 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 oral and written. 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, statutes, and procedures and/or written guidelines. 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.**

