

Sam Houston State University Human Resources

Staff Classification Description – Associate Vice President of Enrollment Management/Registrar

Skill Category: Executive/Administrative
Position (Employee) Class: 1M130 (E1)
Grade: NC
Date: 7/2020

Department: Registrar

Educational & Experience Requirement: Master's degree in a related field. Seven 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 in strategic operations and planning for the division.

Supervision Given & Received: Works under broad direction from the Vice President, and directs the supervision of staff and the Assistant Vice President for that division.

Primary Responsibilities:

Conducts strategic planning activities and formulates short and long-term facilities plans to support the campus mission. Responsible for managing the operations of a division. Assists the Vice President with leading the development of public relations and branding programs for the division. Collaborates with the Vice President on the development of goals and performance measures. Ensures compliance with applicable state and federal laws, University policy and divisional directives. Develops, documents, and implements internal control procedures to ensure fiscal, regulatory, confidentiality compliance. Serves as a liaison for other reports in the Division as required by the Vice President. Prepares special projects as assigned by the Vice President. Responsible for the divisional budget planning, justification, documentation, and approval. Reviews and make recommendations to the Vice President on policy changes, procedures, budget items, and personnel recommendations/communications from departments. Participates in the formulation, documentation, and implementation of processes and procedures for the division. Serves on committees as requested. Performs other related duties as assigned.

Other Specifications: Provides leadership and oversight of all functions in the division. 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. Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes. 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. Requires the highest level of judgement, in which critical long-term consequences on decision making can occur. Interprets and applies complex directives, policies, regulations, statutes, and procedures and/or written guidelines related to the over-all organization. Must possess excellent 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.