

Sam Houston State University Human Resources

Staff Classification Description – Associate Vice President for Enterprise Services

Skill Category: Professional

Position (Employee) Class: 1M130 (E1)

Grade: NC

Date: 12/2012

Department: Enterprise Services

Educational & Experience Requirement: Master's degree in Information Technology or related field, plus seven years related experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Lead the Enterprise Services department and provide leadership, vision, and strategic planning for the implementation and maintenance of campus enterprise systems, including Student Information Systems, Human Resources, Finance, and other related enterprise systems. Work collaboratively with the university community and vendors to develop application solutions that help the university to achieve the overall university goals.

Supervision Given & Received: Work is performed with broad direction at major administrative or professional level. Reports directly to the Vice President for Information Technology. Incumbent directs managerial and/or professional staff personnel.

Primary Responsibilities: Collaborate with university leaders to align Enterprise Services (ES) departmental operations and systems with university functional and strategic needs. Collaborate with the Vice President for Information Technology to develop, establish, and communicate the campus Information Technology (IT) plan. Remain familiar with regulatory, governmental, university system, university, and best practice guidelines in order to assure compliance and quality service delivery from the ES department. Provide leadership, vision, strategic planning, direction and mentorship to ES staff. Plan and administer the design, configuration, deployment, and operation of university information technology resources related to university wide administrative and academic Enterprise Resource Planning (ERP) computing. Coordinate the planning and implementation for university ERP related information technology resources consistent with regulatory, governmental, university system, university, and best practice guidelines. Prepare justifications, specifications, and negotiate computer hardware/software procurement related to ERP systems. Provide oversight of the staff that design, configure, manage, and deploy campus ERP related services and reporting; and campus databases. Manage, develop, document, test and revise as necessary the disaster recovery and business continuity plans for ERP and related services. Participate in the formulation, documentation, and implementation of processes and procedures for dealing with mission critical information systems. Develop activities, policies, procedures, and departmental culture that facilitate, promote, and sustain collaboration with the university community. Produce and oversee development of operational and service delivery documentation and policy. Responsible for coordinating, managing, evaluating, and directing ES staff. Plan information technology resource procurements and staffing. Develop, document, and implement internal control procedures to ensure fiscal, regulatory, confidentiality, and security accountability. Assist the Vice President for Information Technology with development of the Information Technology Services Strategic and Operational Plans. Responsible for ES departmental budget planning, justification, documentation, and control. As delegated, assume the duties of Vice President for Information Technology when necessary. Performs other related duties as assigned.

Other Specifications: Work involves executive skills requiring the ability to write, interpret, adapt, and apply broad policy and direction to a variety of frequent complex situations affecting the over-all organization. Strong leadership skills and ability are needed. Ability to coordinate large scale economic and resource projects is essential. Ability to exercise discretion, excellent reasoning, and high level of independent judgment, resourcefulness, creativeness, and initiative is required. Skilled in the development of policies and operational procedures. Strong interpersonal skills needed. Asset and fiscal resources management skills are necessary. Frequent interaction with university administration to assist with project and strategic planning.

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.