

# Sam Houston State University Human Resources

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## Staff Classification Description – Associate Vice President for Academic Affairs

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**Skill Category:** Executive/Administrative

**Position (Employee) Class:** 1M130 (E1)

**Grade:** NC

**Date:** 09/2021

**Department:** Division of Academic Affairs

**Educational & Experience Requirement:** Doctoral degree required. Minimum of seven years of related experience 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 & Sr. Vice President for Academic Affairs in furthering the goals within the Division of Academic Affairs. 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 judgement, resourcefulness, creativeness, and initiative is required. The ability to direct and implement academic initiatives as suggested by the Provost & Sr. Vice President for Academic Affairs.

**Supervision Given & Received:** Reports directly to and receives general direction from the Provost and Sr. Vice President for Academic Affairs. Supervises one or more staff and student employees.

**Primary Responsibilities:** Creates and submits reports to both internal and external constituents; provides support for Academic Affairs initiatives; and 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:** 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. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. 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.**