

Sam Houston State University Human Resources

Staff Classification Description – CFO & Senior Vice President for Operations

Skill Category: Executive/Administrative

Position (Employee) Class: 1M115 (E1)

Grade: NC

Date: 08/2023

Department: Division of Finance and Operations

Educational & Experience Requirement: Terminal Degree or Master's in appropriate field. Proven and substantive administrative experience with record of proven accomplishments as an administrator at a senior educational institution or equivalent. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Responsible for maximizing Sam Houston State University's operating performance and achieving its financial goals. Assists the Office of the President in providing expertise and leadership in the development and operation of the University.

Supervision Given & Received: Work is performed under the broad direction of the President and is appraised in terms of long-range results.

Primary Responsibilities: Makes commitments and decisions of a final nature which are limited only by law, university-wide regulations and policies including authority to formulate and revise policies dealing with varied and complex problems subject only to review by the President. Assignments are performed under broad direction at major executive level where responsibility for planning and attainment of program objectives is vested. Duties require executive ability of a higher caliber in coordinating two or more programs to assure accomplishments of the complete goal or mission. Must possess the ability to communicate with outside contacts, which relate to high level and controversial phases of a major activity of SHSU. The purpose of the contacts is to obtain the support and cooperation of top government officials and/or business executives. Requires comprehensive knowledge of university structure, policies, rules, and procedures for the university. Possess outstanding management, communication, and leadership skills. Performs other related duties as assigned.

Other Specifications: 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.