

Sam Houston State University Human Resources

Staff Classification Description – Chief Strategy Officer

Skill Category: Executive/Administrative

Position (Employee) Class: 1M232 (E1)

Grade: NC

Date: 08/2023

Department: Office of the President

Educational & Experience Requirement: Master's degree with five (5) years in higher education administration or executive leadership experience required. Earned doctorate and/or c-suite experience preferred. A minimum combination of education, experience, and training that would demonstrate the required knowledge and abilities to be successful in the role could be considered.

Nature & Purpose of Position: Leads campus in operationally defining, refining, and executing the University's primary strategic priorities. Serves as a member of the President's Cabinet.

Supervision Given & Received: Reports directly to the President. Supervises staff as assigned and carries out duties and responsibilities with minimum direction.

Primary Responsibilities: Serves as a thought-partner to the President and trusted advisor to peers on the Cabinet. Leads University in establishing accountability measures and ensuring progress and fulfillment of strategic goals and initiatives, with a particular focus on advancing student success. Monitors and reports progress toward achievement of goals. Directs enterprise-level strategic planning efforts, collaborating with and supporting divisions and colleges in aligning goals and objectives with the University's top-level priorities. Helps translate goals into executable tactics through identifying responsible parties, needed resources, deadlines, and assessments. Communicates SHSU's strategic priorities and implementation plans to internal and external stakeholders. Stays abreast of emerging higher education issues, trends in technology and development, and government activity; communicates opportunities and threats to Cabinet. Collaborates with institutional research, institutional effectiveness and other strategic departments and professionals to provide data to divisions and colleges to inform decision-making. Performs other duties as delegated by the President.

Other Specifications: Position requires a commitment to developing knowledge and understanding of the higher education environment, institutional policies, and procedures. Requires demonstrated competencies in strategic planning with direct experience in implementation, including all aspects of process development and execution. The incumbent must have the ability to challenge conventional thinking with new ideas, approaches, and solutions and personal influence to promote transformation, identify new and creative ways to engage, foster innovation, and pivot between strategic development and tactical deployment. The position requires professionalism, confidentiality, organization, prioritization, excellent interpersonal skills, strong written and verbal communication skills, and the ability to garner respect and confidence of colleagues through listening, learning, and forging working relationships and synergies across the University. The incumbent must have emotional intelligence, a positive attitude, initiative, excellent judgment, be a good collaborator with demonstrated leadership skills, and a strategic thinker. Must be able to research, analyze, and report data for decision making.

This position is 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.