

Sam Houston State University Human Resources

Staff Classification Description – Assistant Vice President & Dean of Students

Skill Category: Executive/Administrative

Position (Employee) Class: 1M140 (E1)

Grade: NC

Date: 08/2024

Department: Division of Student Affairs

Educational & Experience Requirement: Master's Degree, doctorate preferred, in Student Personnel Administration or related field. Seven years of experience in Student Services Administration or related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Work involves administrative skills requiring the ability to adapt and apply broad policy and direction to a variety of frequent complex situations. High level of independent judgment, resourcefulness, creativeness, and initiative is required. Errors are hard to detect or correct with large loss potential.

Supervision Given & Received: Works under minimum direction from the Vice President for Student Affairs. Oversees managerial and professional staff.

Primary Responsibilities: Coordinates and oversees a wide variety of services and programs that directly support the mission of the Division of Student Affairs: Student Engagement & Retention, Parent and Family Relations, Bearkat Family Weekend, Student Government Association, SHSU Parents' Association, Legal Services, Student Involvement, Campus Leadership & Traditions, Dean of Students' Office, Freshmen Leadership Program, Alpha Lambda Delta Honor Society, Orange Keys Campus Ambassadors, Raven's Call, and Who's Who. Develops policies and operational procedures. Responsible for administration of numerous TSUS system, state and federal administrative policies and certain provisions of Family Rights and Privacy Act. Ensures compliance with applicable state and federal laws, university policy and divisional directives. Has fiscal responsibility and manages salary and operating budget. Responsible for departmental budget planning, justification, documentation, and control. Supervises the Student Legal & Mediation Services department, Campus Activities & Traditions, Student Involvement and serves as the University chief conduct officer. Manages social media marketing strategies for programming. Makes decisions involving student affairs policies or procedures. Advises students concerning free speech protocol. Performs other related duties as assigned.

Other Specifications: Strong leadership and ability to exercise discretion and independent judgment. Contacts include students, parents, other University departments, state agencies, and off-campus firms. Proficient in the development of policies and operational procedures. Strong interpersonal skills. Asset and fiscal resources management experience. Ability to provide financial and administrative guidance within areas of responsibility and providing direct training and supervision as needed.

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.