

Sam Houston State University Human Resources

Staff Classification Description – Assistant Vice President - Student Health and Wellbeing

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 in Public Administration, Hospital Administration, Public Health, Professional Healthcare Degree (e.g. MD,RN) or related field. Five years administrative/management experience or experience in related field. Experience in hospital/health clinic environment is preferred. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Supervises and provides support for the staff of the Student Health Center, Student Wellness, Counseling Center, and Campus Recreation.

Supervision Given & Received: Reports to the Vice President for Student Affairs. Provides strategic direction for all Divisional student health and well-being initiatives.

Primary Responsibilities: Provides administrative guidance and oversight for the Student Health Center, department of Recreational Sports, Counseling Center, Office for Students with Disabilities and Student Wellness. Ensures all areas within portfolio are in compliance with all university, state, and federal policies as well as compliance with Association of Academic Health Centers (AAHC) standards and practices. Acts as Account Manager with full responsibility for budgeting, programming and expending funds to support the professional and administrative activities within area. Responsible for acquisition and termination of all full time, part-time, and student employees. Prepares reports, correspondence, and maintains statistical data to include costs of the professional and nonprofessional staff, formulates operational policies and procedures. Oversees and guides activities related to the Wellness Education area. Responsible for department research and assessment initiatives. Serves on related University and external committees as required. Responsible for coordinating and devising plans for future growth of student health and well-being support for students. Oversees the development and implementation of strategic planning for all areas within portfolio, inclusive of strategic budgeting/hiring plans. Performs other related duties as assigned.

Other Specifications: Provides leadership and oversight for multiple departments in the Division for Student Affairs. Must exhibit a high level of professionalism and maturity, executive ability, and a keen understanding of protocol. Ability to organize work effectively and conceptualizes and prioritizes objectives. Ability to exercise discretion, excellent reasoning, and independent judgment. Skilled in the development of policies and operational procedures. Skilled in directing multiple tasks, setting priorities, and organizing operations. Asset and fiscal resources management skills preferred. Ability to establish and maintain effective work relationships with administration, faculty, staff, and the public. Strong communication skills, both orally and written. Some interaction with university administration to assist with projects and strategic planning. Requires the highest level of judgment, in which critical long-term consequences on decision-making can occur. Interprets and applies complex directives, policies, regulations, statutes, and procedures, and/or written guidelines for a department or major work group.

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.