

# Sam Houston State University Human Resources

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## Staff Classification Description – Associate Vice President for Enrollment Services

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**Skill Category:** Executive/Administrative

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

**Grade:** NC

**Date:** 08/2022

**Department:** Division of Strategic Enrollment and Innovation

**Educational & Experience Requirement:** Master's degree in a related field. Seven years of experience in a related field. Experience in a state institution of higher education is desirable. Additional education may be considered in lieu of experience.

**Nature & Purpose of Position:** Assumes delegated responsibilities in the performance of duties regarding the planning and supervision of the ongoing enrollment success initiatives of the university. Provides oversight and management of varied departments and services delivered under the Vice President's supervision. Requires a high level of independent judgment, resourcefulness, creativeness, and initiative. Oversees the execution of high-level strategic initiatives, most important to the Vice President of Enrollment Success.

**Supervision Given & Received:** Reports and receives broad direction from the Vice President for Enrollment Success. Provides leadership in the development of the vision, long-range goals and objectives for Financial Aid & Scholarships and Student Account Services for the delivery of a strategic and holistic enrollment management design that promotes student success. Work is performed under minimum direction and is appraised in terms of long-range results.

**Primary Responsibilities:** Implements services, programs, and platforms to achieve objectives established by the Vice President of Enrollment Success. Assures SHSU has long-range student financial planning strategy. Serves as Division of Enrollment Success lead in areas of reporting, planning, and strategic enrollment management, program evaluation and strategic planning. Facilitates and fosters collaboration and growth within the Division of Enrollment Success by serving as key strategy officer between division directors. Performs complex and highly advanced work providing direction and guidance in strategic operations and financial planning in the division. Ensures compliance with applicable state and federal laws, University policy and divisional directives. With other institutional and divisional partners, develops and uses processes and models for data analytics related to strategic enrollment projections and trends. Assists division departments with strategic goals, objectives, and assessment. Produces and compiles reports and summarizes information from a variety of sources for division decision-making. Assists division leadership to develop, implement, and support division and unit-level processes and procedures, especially in terms of student financial services. Continues to identify synergies among enrollment success units and encourages and supports collaboration and partnership where possible. Serves on committees as requested. Establishes sound working relationships and cooperative arrangements with academic leadership, faculty, and other campus partners. Serves on committees as requested. Performs other related duties as assigned.

**Other Specifications:** Knowledge, skills, and abilities in the following are essential: complex financial and administrative management methods, practices, and procedures; working knowledge of Banner financial applications (or similar complex ERP systems) for higher education. A comprehensive knowledge of financial aid compliance issues as well as federal, state, and institutional aid/scholarship programs. Ability to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgment. Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes. Skilled in directing multiple tasks, setting priorities, and organizing operations. Ability to provide financial and administrative guidance within areas of responsibility and provide direct training and supervision as needed. Ability to establish and maintain effective work relationships with administration, faculty, staff, and the public. Strong communication skills, both oral and written. Performance is based upon completion of assignments, performance of those entities for which the position has responsibility, and results obtained. Judgment and initiative are required in organizing and developing methods and procedures. Must be proficient in all standard computer applications, including Microsoft office products. Must be proficient in Qualtrics, Microsoft Excel, and statistical programming. Must have excellent written and verbal communication and organizational skills. Must be a team player with a proven ability to maintain the highest level of confidentiality and attention to detail. Must have the ability to handle a fast-paced environment and to manage multiple projects/tasks with varied deadlines. Demonstrated experience in project management, software/technology implementation, data analytics, and assessment. Understanding of best practices for guided pathways and strategic enrollment management, including transfer initiatives. Demonstrated experience in building external partnerships with other Institutions of Higher Education. Experience in grant management and reporting is highly desired. 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.**