

# Sam Houston State University Human Resources

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

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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:** Performs complex and highly advanced work assisting in the direction and guidance of strategic operations and planning for multiple departments in the division.

**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 registrar, testing and veteran benefits for the delivery of a strategic and holistic enrollment management design that promotes student success.

**Primary Responsibilities:** Implements services, programs, and platforms to achieve objectives established by the Vice President of Enrollment Success. Assures SHSU has a long-range registrar, testing and veteran benefits strategy. Implements a work plan that assures continuous review and improvement in registrar, testing and veterans' benefits. Works with Student Success Technologies to ensure the analytics platform is consistently used to support partnerships across the University. Works proactively with administrative leadership across the institution to improve persistence and graduation rates. 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:** Must communicate professionally and efficiently within a fast-paced environment. Must be proficient in all standard computer applications, including Microsoft office products. Familiarity with EAB Navigate desired. 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. Advanced knowledge of undergraduate advising, career development, and retention strategies. Demonstrated ability to provide campus-wide leadership for student success and retention efforts. Experience supervising large teams of professional and/or student employees. Demonstrated decision-making skills. 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.**