

# Sam Houston State University Human Resources

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## Staff Classification Description – Associate Vice President of Innovation

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**Skill Category:** Administrative

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

**Grade:** NC

**Date:** 05/2023

**Department:** Innovation

**Educational & Experience Requirement:** Master's degree in Education, Business Administration, or related field plus seven (7) years of extensive supervisory experience, strong leadership, communication, strategic planning, and project management skills. Demonstrated ability to manage large teams. Extensive experience with Ellucian Banner. Doctorate preferred. Five (5) years' experience at Director, or AVP level preferred. Significant experience in Computer Science, information technology, ERP and/or CRM implementations/management desired. Additional education may be considered in lieu of experience.

**Nature & Purpose of Position:** Performs complex and highly advanced work in strategic operations, research, collaboration, and planning for the division of Strategic Enrollment and Innovation. Provides effective, innovative guidance for campus processes, practices, and planning. Collaborates with academic units and administrative offices in the strategic planning and implementation of approved initiatives and systems to achieve greater efficiency, increase student academic success and closer alignment with institutional priorities, and provide expertise to the creation, management, and implementation of innovative higher education strategies.

**Supervision Given & Received:** Reports to and receives direction from the Sr Vice President for Strategic Enrollment and Innovation. Work is performed with broad direction at major administrative or professional level. Incumbent directs managerial and/or professional staff personnel.

**Primary Responsibilities:** Leads the team of business analysts to define, collect, communicate, and assist in the intake and prioritization of needs and/or projects of each division to align with the strategic plan details. Compiles divisional priorities to be reviewed by campus leadership to determine campus priority. Communicates and transfers information with the IT Relationship Team on technology-related divisional priorities and projects to ensure integration into the Technology Solutions Roadmap. Provides guidance to campus resources of other divisional requests. Leads the Engagement Team to maximize the efficiencies of the customer relationship management tools on campus and to partner with the data analytics team to enhance campus decision-making. Leads a team to enhance the innovative potential of the business. Expands on the organization's long-term innovative capabilities. Conducts strategic plan implementation activities and formulates short and long-term working sessions to support the campus mission. Improves operations of campus based on campus priorities. Assists the Sr. Vice President by leading and meeting with campus stakeholders at different levels to identify areas of innovation, growth, and redundancy as it relates to customer needs. Collaborates with the VP on the development of goals and performance measures related to each focused innovation project. Identifies innovation trends and business opportunities within the market. Develops the justification, documentation, and implementation of approved processes and procedures for any new, updated, or sunseting process, service, or practice assigned to the innovation team for review. Presents new ideas and approaches to high-level stakeholders. Ensures compliance with applicable state and federal laws, University policy, and divisional directives. Develops, documents, and implements internal control procedures to ensure fiscal, regulatory, confidentiality, and compliance. Serves as a liaison for other units in the Division. Prepares special projects as assigned by the Sr. VP. Oversees the departmental budget planning. Serves on committees as requested. Performs other related duties as assigned.

**Other Specifications:** Must exhibit a high level of professionalism and maturity, executive ability, and a keen understanding of protocol. Ability to organize work effectively, conceptualizes and prioritizes 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 providing

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 orally and written. Requires the highest level of judgement, 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 related to the over-all organization. Must possess excellent reasoning skills. A high level of independent judgment, resourcefulness, creativeness, and initiative is required.

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. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. 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.**