

# Sam Houston State University Human Resources

---

## Staff Classification Description – Executive Director for Strategic Enrollment and Innovation

---

**Skill Category:** Executive/Administrative

**Position (Employee) Class:** 1M170 (E1)

**Grade:** NC

**Date:** 06/2022

**Department:** Strategic Enrollment and Innovation

**Educational & Experience Requirement:** Bachelor's degree in a related field. Master's degree preferred. Seven years of experience in a related field. Experience in a state institution of higher education is desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs complex and highly advanced managerial work directing the strategic operations and planning for the Strategic Enrollment and Innovation division.

**Supervision Given & Received:** Works under broad direction from the Senior Vice President and directs the supervision of staff.

**Primary Responsibilities:** Member of Strategic Enrollment and Innovation Leadership team and will oversee the following functions for the Division of Strategic Enrollment and Innovation: coordinating division-wide leadership initiatives and professional development; oversight of facilities management, building access and security programs; emergency planning and response; Strategic Enrollment and Innovation 5-year budget summaries, human resources actions, transaction processing and special event logistics. Involves managing some of the general administrative operations of the Division of Strategic Enrollment and Innovation, under the direction of the Senior Vice President for Strategic Enrollment and Innovation. Manages the accounting and budgetary control procedures for Enrollment Success and Information Technology; prepares fiscal data including the planning and preparation of budgets and reviewing annual closeout processes. Oversees contractual terms and arrangements with outside vendors serving the division. Administrative services include activities and collaboration with Academic Affairs, Enrollment Success, IT, Finance and Operations, Student Affairs, University Advancement, and Athletics. General management includes long and short-range strategic planning in supporting and growing the mission of Strategic Enrollment and Innovation and activities of multi-disciplinary departments overseen by the Office of the Senior Vice President for Strategic Enrollment and Innovation. Works in an environment of heavy workloads, pressing deadlines and shifting priorities where a high level of confidentiality and sensitivity to issues is present. Work must be done promptly and accurately. The ability to adapt to constantly shifting priorities, while managing strict and sometimes competing deadlines and unexpected urgent situations is necessary. This is a shared work environment and being able to thrive as a member of a team in a collaborative environment is critical. Position requires strong organizational and communication skills. Performs other related duties as assigned.

**Other Specifications:** Provides leadership and oversight of all functions in the department. 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 for the overall department. 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 for the overall department, 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.**

