

Title Information

<b>Classification</b>	Associate Vice Provost
<b>Grade</b>	NC
<b>Working Title</b>	
<b>FLSA Status</b>	Exempt
<b>Position Class Code</b>	1M110 (E1)
<b>Full Time Part Time</b>	Full Time
<b>Educational and Experience Requirement</b>	Doctoral or terminal degree required. Seven years of experience in related field with successful administrative experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.
<b>Nature &amp; Purpose of Position</b>	Assists the Provost and Vice Provost in furthering the goals within the Division of Academic Affairs.
<b>Primary Responsibilities</b>	Provides direction and support for Academic Affairs initiatives. Creates and submits reports to internal and external constituents. Supports the education mission of student recruitment, retention and development. Collaborates with university communities. Represents Sam Houston State University in local, state, and national organizations. Represents Academic Affairs on various other projects, committees, and initiatives. Performs other related duties as assigned.
<b>Other Specifications</b>	Work involves executive skills requiring the ability to develop, interpret, and apply policy, procedures, and direction to a variety of situations and projects. High level of independent judgment, resourcefulness, creativeness, and initiative is required. The ability to direct and implement academic initiatives as suggested by the Provost. Ability to exercise discretion and utilize strong reasoning, problem solving, and communication skills.
<b>Supervision Given and Received</b>	Works under minimum direction of the Vice Provost for Academic Affairs and supervises staff and student employees.