

Director of SHSU Online Finance and Administrative Support

Classification Title

Title Information

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| Classification | Specialist IV ASC |
| Grade | 15 |
| Working Title | Academic Support Specialist |
| FLSA Status | Non-Exempt |
| Position Class Code | 4N515 |
| Occupational Category | Technical/Para-Professional |
| Full Time Part Time | Full Time |
| Educational and Experience Requirements | Bachelor's Degree in related field. Two years relevant specialist experience or experience in a related field. Certifications may be required. Experience in Higher Education and specialized work 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 highly advanced specialist duties for a department, college or division. |

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| Supervision Given and Received | Works under general direction and may supervise staff and student workers. |
| Hours per week | |
| Work schedule | |
| Pass Message | Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted. |
| Fail Message | Thank you for your interest in this position. Based on your responses to supplemental questions, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you. |

Position Details

Employee Information

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| Employee First Name | Katrina |
| Employee Last Name | Strange |
| SAM ID | 000241097 |

Title Information

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| Classification | Director of SHSU Online Finance and Administrative Support |
| Grade | NC |
| FLSA Status | Exempt |
| Occupational Category | Executive/Administrative |
| Position Class Code | 1M170 |
| Full Time Part Time | Full Time |
| Educational and Experience Requirement | Bachelor's degree in Business Administration with emphasis in accounting, human resources or a related field. Seven years of supervisory experience in accounting, human resources, or related experience, preferably in higher education. A combination of education, experience, and training that produces the required knowledge and abilities could be considered. |
| Nature & Purpose of Position | Directs the daily operations and supports the Associate Vice President for Distance Learning by administering budget, human resources, information technology, communications, and materials management programs for all departments within SHSU Online. |
| Supervision Given and Received | Works under broad direction and supervises staff. |

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| Primary Responsibilities | Oversees the business service programs in SHSU Online. Directs and coordinates the development, monitoring, adjustment, and presentation of all SHSU Online department budgets. Analyzes operating budget trends periodically and completes change of budget requests. Collects data and conducts statistical studies and analyses of past and current years to prepare and justify annual budget requests. Oversees SHSU Online accounting processes, maintenance purchasing, maintenance contracts, accounts payable, vendor payments, and payroll administration. Prepares, analyzes and interprets periodic financial reports for management information and control. Oversees all human resource functions for SHSU Online, such as recruitment, staffing, training and development, performance management, and employee counseling. Promotes development of an effective talent management program based on a strong workplace culture, quality staff selections, and on-going professional development programs. Oversees SHSU Online information management system needs and supports in the form of telephones, computers, printers, software, related equipment, and any relevant training or consultant needs. Oversees access to and implementation of technology services and resources. Oversees course development stipends for Online faculty within the division of Academic Affairs. Oversees budget and operations for Correspondence and Continuing Education. Performs other related duties as assigned. |
| Other Specifications | <p>Routine and important contacts include university administrators, students, faculty, staff, vendors and contractors. Requires excellent communication skills and an orientation towards service. Prepares and edits correspondence, letters, policies, procedures, forms, and reports. Must possess or attain working knowledge of various campus business programs.</p> <p>This position may be designated as a Campus Security Authority (CSA).</p> |
| Working Title | -00000 |
| Position Information | |
| Position Number | 1M9825 |
| Hiring Salary Type | Monthly-Staff |
| Employee Class | E1 - Stf Exmt Salaried FT |
| FTE | 1 |
| Is this a temporary position? | No |
| If a Temporary position, indicate ending date of position | |
| Additional Position Specific Details | |
| Employment Statement | 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 |

Staff Additions Changes

Staff Additions Changes

If the proposed position is approved,
will additional costs be entailed?

If yes, provide additional cost
details.

Requested Changes to Educational
and Experience Requirement

Immediate Supervisor

Number of exempt employees
supervised

Number of non-exempt employees
supervised