

# Vice President for Finance and Operations

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## Title Details

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### Title Information

**Classification** Vice President for Finance and Operations

**Grade** NC

**Working Title**

**FLSA Status** Exempt

**Position Class Code** 1M120

**Full Time Part Time** Full Time

**Educational and Experience Requirement** Terminal Degree or Master's in appropriate field. Proven and substantive administrative experience with record of proven accomplishments as an administrator at a senior educational institution or experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position** To assist the Office of the President in providing expertise and leadership in the development and operation of a major division of the University.

**Primary Responsibilities** The Vice President makes commitments and decisions of a final nature which are limited only by law, University-wide regulations and policies including authority to formulate and revise policies dealing with varied and complex problems subject only to review by the President. Assignments of the Vice President are performed under broad direction at major executive level where responsibility for planning and attainment of program objectives is vested. Responsible for the planning, coordination, and directing the work program of an entire division of SHSU. Duties require executive ability of a higher caliber in coordinating two or more diversified programs to assure accomplishments of the complete goal or mission. Must possess the ability to communicate with outside contacts which relate to high level and controversial phases of a major activity of SHSU. The purpose of the contacts is to obtain the support and cooperation of top government officials and/or business executives. The position of the Vice President requires comprehensive knowledge of university structure, policies, rules, and procedures for a major division of the university.

**Other Specifications** Performs other related duties as assigned.

**Supervision Given and Received** Provides direct instructions and guidance to university administrative officials such as Directors or equivalent in related area. Work is performed under broad direction and is appraised in terms of long-range results.

**Hours per week**

**Work schedule**

**Pass Message**

**Fail Message**

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