

Sam Houston State University Human Resources

Staff Classification Description – Associate Vice President for Student Affairs Facilities & Operations

Skill Category: Administrative
Position (Employee) Class: 1M130 (E1)
Grade: NC
Date: 12/2011

Department: Assigned division

Educational & Experience Requirement: Master's degree, doctorate preferred, in Student Personnel Administration or related field, plus seven years in student personnel administration or related experience. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

Nature & Purpose of Position: Assume delegated responsibilities in the performance of multifaceted duties and responsibilities in the planning of the ongoing student service interests of the university. Work involves administrative skills requiring the ability to adapt and apply broad policy and direction to a variety of frequent complex situations. High level of independent judgment, resourcefulness, creativeness, and initiative is required. Errors are hard to detect or correct with very large loss potential.

Supervision Given & Received:

Primary Responsibilities: Responsible for the following functional areas of student services: Recreational Sports and the Lowman Student Center. Reviews and makes recommendations to the Vice President for Student Services on policy changes, procedures, budget items, and personnel recommendations from departments. Counsels with deans/directors on policy recommendations, statements, procedures and programs. Recommends changes when indicated. Makes recommendations for establishment of positions, employment, and termination, changes in status and salary changes. Advises department directors/deans on student services policy interpretations. Makes decisions involving student services policies or procedures. Transmits concerns with opinions/decisions to other university staff when indicated. Serves as non-voting chair of the Student Service Fee Committee. Serves as the liaison to the Academic Policy Council. Performs other related duties as assigned.

Other Specifications: Strong leadership skills and ability. Ability to exercise discretion and independent judgment. Skilled in the development of policies and operational procedures. Strong interpersonal skills. Asset and fiscal resources management skills.

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.