

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Assistant to the Vice President

EEO CATEGORY: Professional

JOB NUMBER: 0-0037

STATUS & GRADE: E-19

DATE: 03/2007

DEPARTMENT: Office of Vice President

EDUCATIONAL & EXPERIENCE REQUIREMENT: Bachelor's degree in business or equivalent experience; prefer master's degree in business or related field. Minimum of five (5) years related experience in higher education. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE AND PURPOSE OF POSITION: Performs high level administrative assignments as directed by the Vice President.

SUPERVISION GIVEN & RECEIVED: Gives some direct instructions to one or more section staff members, and receives general directions from administrative head. Vice President's support staff is required to accomplish assigned tasks.

PRIMARY RESPONSIBILITIES: Responsible for duties such as, but not necessarily limited to the following: 1. Performs high level administrative assignments as directed by the Vice President. 2. Administers the planning and coordination of a very complex internal activity, program, or project where inefficiency may result either in considerable financial loss or embarrassment to the project, the office, and/or the institution as a whole. 3. Conducts research as may be required for preparation and dissemination of the information relating to the assigned duties. 4. Exercises considerable judgment in the interpretation of policy and/or the application of procedures, techniques, or practices to assignments. 5. Coordinates, compiles and evaluates in-put data received from a variety of sources relating to the effectiveness of the assigned activity, program, or project. 6. Conducts on-site visits to other offices to review and evaluate activities related to special programs. 7. Serves as liaison between other University departments, students, faculty, staff and distinguished guests. 8. Provides information pertaining to organizational procedures and policies to individuals within the institution and/or the general public which may involve research, compilation, evaluation, and distribution. 9. Receives inquiries and responds to questions/requests of a complex or confidential nature, referring any such requests which are controversial or specialized to the appropriate official. 10. Monitors activities and reviews periodicals and publications of external agencies. 11. Serves as a member and/or reviews work of university and professional committees. 12. Conducts cost analysis and prepares statistical and data for internal and external agencies. 13. Represents an office or institution on behalf of the Vice President in contacts with students, alumni, government officials and others. 14. Plans and coordinates the operation of conferences, workshops, and meetings. 15. Assumes responsibility for activities associated with the hosting of official or special guests and visitors. 16. Coordinates calendar and appointment schedules for office meetings, committees, and outside activities; and may represent the Vice President at such meetings. Prepares agenda, records meeting activities, and handles action follow-up. 17. Assists the Vice President as directed in the administration of the appointment and termination of contracts of personnel. 18. Plans and coordinates data processing programs and procedures as directed by the Vice President. 19. Supervises accounting and budgetary control procedures. Prepares fiscal data including the planning and preparation of budgets. Reviews, verifies, and recommends to the Vice President and the approval or disapproval of budget transactions. 20. Assumes responsibility as assigned by the Vice President for curriculum review and accounting. 21. Assumes responsibility for the design and preparation of data based reports for distribution within the University or externally. 22. Plans and coordinates the preparation of university publications. 23. Reads incoming mail, composes answers to letters, and routes mail not requiring the Vice President's attention to appropriate officials. 24. Drafts correspondence on administrative and/or fiscal policies and procedures as requested by the Vice President. 25. Assists the Vice President in coordinating and supervising program activities and staff services. 26. Directs assignments of a clerical staff performing stenographic duties and record keeping. Determines work priorities and evaluates progress and deadlines. Confers with and apprises the Vice President concerning clerical performance standards and other operating problems. 27. Recommends to the Vice President internal policies and procedures, clerical functions, and work-flow relating to assigned duties to ensure effective and efficient operation. 28. Supervises the filing of materials. 29. Supervises property inventory and inventory reports. 30. Possess comprehensive knowledge of University structure, policies, rules and procedures in the specialized field. 31. Adheres to Affirmative Action policies of the University. 32. Assists Vice President in other administrative duties as may be assigned.

OTHER SPECIFICATIONS: May perform specialized tasks requiring superior skills in typing. Routine and important contacts include: University non-academic personnel; college/division/department/program administrators; students, alumni, government officials; systems staff; coordinating board staff, and others.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.