

Sam Houston State University Human Resources

Staff Classification Description – Assistant Vice President for Academic Affairs

Skill Category: Administrative
Position (Employee) Class: 1M140 (N1)
Grade: NC
Date: 10/2011

Department: Academic Affairs

Educational & Experience Requirement: Master's degree required. Doctoral or commensurate experience would be helpful. Minimum of five (5) years of related experience with successful administrative experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Assist Provost and Associate Vice Presidents in furthering the goals within the Division of Academic Affairs. 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 judgement, resourcefulness, creativeness, and initiative is required. The ability to direct and implement academic initiatives as suggested by the Provost.

Supervision Given & Received: Reports directly to and receives general direction from the Associate Vice President for Academic Affairs. Supervises one or more staff and student employees.

Primary Responsibilities: The Assistant Vice President for Academic Affairs performs such responsibilities as creating and submitting reports to both internal and external constituents; providing support for Academic Affairs initiatives; supporting the education mission of student recruitment, retention and development. Collaborate with university communities. Represent Sam Houston State University in local, state, and national organizations. Represent Academic Affairs on various other projects, committees, and initiatives. Performs other related duties as assigned.

Other Specifications: Ability to exercise discretion and utilize strong reasoning, problem solving, and communication 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. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. 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.