

Sam Houston State University Human Resources

Staff Classification Description – Assistant Vice President, Institutional Effectiveness

Skill Category: Executive/Administrative

Position (Employee) Class: 1M140

Grade: NC

Date: 7/2013

Department: Institutional Effectiveness

Educational & Experience Requirement: Master's degree required. Seven years professional experience in higher education or a related field. Experience compiling complex data and information, drafting formal documents, and producing comprehensive reports is desired. Comprehensive knowledge of higher education organizational structure, operations and relevant public policy issues is preferred. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: The Assistant Vice President for Institutional Effectiveness is charged with assuring continuing improvement across all programs and services, using the tools of institutional research and effectiveness.

Supervision Given & Received: Receives minimum direction and reports directly to the Vice President for Enrollment Management. The Assistant Vice President (AVP) will supervise the Director of Institutional Research and other employees as assigned.

Primary Responsibilities: In conjunction with senior campus leadership, shares responsibility for promoting Sam Houston State University's presence at the highest levels of state funding by tracking state legislative policy. Designs, implements and maintains appropriate accountability measures to provide university leadership accurate and appropriate data to drive decisions affecting the enrollment, education, and growth of the university. Responsible for legislative bill tracking and coordination with internal and external agencies to ensure a university community prepared for legislative and policy mandates. Collects appropriate and accurate data for external and internal reports; creates modeling for optimization of markets and funds; implements new policies from The Texas Higher Education Coordinating Board and The Texas State University System; and implements new regulations from State and Federal agencies. Performs statistical analysis for the University Profile. Performs other related duties as assigned.

Other Specifications: The ability to work cooperatively with internal and external agencies. Outstanding interpersonal, communication, policy development and oral presentation skills are required.

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.