

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Provost & Vice President

EEO CATEGORY: Administrative

JOB NUMBER: 0-3838

STATUS & GRADE: E-NC

DATE: 02/2004

DEPARTMENT: Assigned Division

EDUCATION & EXPERIENCE REQUIREMENTS: 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 equivalent. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

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.

SUPERVISION GIVEN & 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.

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.

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.