

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

TITLE: Associate Vice President for Student Services
Facilities & Operations

EEO CATEGORY: Administrative
JOB NUMBER: 9-2189
STATUS & GRADE: E-NC
DATE: 10/2005

DEPARTMENT: Student Services Facilities & Operations

EDUCATION & EXPERIENCE REQUIREMENTS: Master's degree, doctorate preferred, in Student Personnel Administration or related field, plus seven (7) 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: Receives direction from the Vice President for Student Services. Supervises Recreational Sports and Lowman Student Center staff. Work methods are determined almost entirely by the incumbent who is virtually self-supervised due to specialized/knowledge and experience. Executive-directs managerial and/or professional staff personnel.

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, 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. 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.