

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

TITLE: Director of Student Services Finance & Budget

EEO CATEGORY: Administrative
JOB NUMBER: 9-0645
STATUS/GRADE: NC
DATE: 04/2010

DEPARTMENT: Office of the Vice President for Student Services

EDUCATIONAL & EXPERIENCE REQUIREMENT: Bachelor's degree in Business Administration with an emphasis in accounting/finance or related field. Master's Degree in business desirable. Minimum of (5) five years experience in budgeting finances, or related experience preferably in higher education. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: To assist the Vice President for Student Services in managing the accounting and budgetary control procedures and related high-level assignments for the Division of Student Services and for the Vice President for Student Services.

SUPERVISION GIVEN & RECEIVED: Supervises exempt and non-exempt staff as assigned in full and partial capacities. Determines work methods or approaches with minimum direction and supervision from the Vice President for Student Services.

PRIMARY RESPONSIBILITIES: Responsible for oversight of division, staffing, finance and budget to include planning and budgeting of Student Services resources. Assumes responsibility for implementation of policy with respect to division staff employment and promotion. Manages the accounting and budgetary control procedures; prepares fiscal data including the planning and preparation of budgets and reviewing annual closeout processes. Performs high level administrative assignments as directed by the Vice President. Receives inquiries and responds to questions/requests of a complex or confidential nature. Oversees contractual terms and arrangements with outside vendors serving the division. Assists the Vice President in coordinating and supervising program activities and staff services and development. Provides information pertaining to divisional procedures and policies to individuals within the institution and/or the general public that may involve research, compilation, evaluation, and distribution. Responsible for directing the Regents' Scholars Program and Student Development Travel Fund programs. Advises Associate Vice President, Assistant Vice President, and Executive Directors of Student Services in all areas of finance, budget and personnel. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Routine and important contacts include division/department/program and university administrators; students, faculty, and others. Contact with students and with colleagues requires excellent personal interaction skills and an orientation toward service. Prepares and edits correspondence, letters, memoranda and reports. Prepares, reviews and distributes correspondence, office forms and procedures, reports and documents. Other various duties as required to efficiently support the office of the Vice President for Student Services. Serves on University and Division of Student Services committees as required or 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.