

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

**TITLE:** Associate VP Information Resources

**EEO CATEGORY:** Administrative

**JOB NUMBER:** 0-0158

**STATUS & GRADE:** E-NC

**DATE:** 02/2000

**DEPARTMENT:** Computer Services

**EDUCATION & EXPERIENCE REQUIREMENTS:** Bachelor's Degree in Computer Science or related field, plus seven (7) years related experience. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** 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 judgement, resourcefulness, creativeness, and initiative is required. Errors are hard to detect or correct with very large loss potential.

**SUPERVISION GIVEN & RECEIVED:** Receives minimum directions from the Vice President for Finance and Operations, 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 Finance and Operations: Computer Services, Telephone System, Telephone Operators, Post Office, and Institutional Research Office. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Strong leadership skills and ability. Ability to exercise discretion and independent judgement. 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.**