

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

TITLE: Assistant Vice President for Enrollment Management **EEO CATEGORY:** Administrative
JOB NUMBER: 9-1675
STATUS & GRADE: E-NC
DATE: 09/2006

DEPARTMENT: VP Enrollment Management

EDUCATION & EXPERIENCE REQUIREMENTS: Masters degree in Education, Business Administration or related field plus seven (7) years of extensive supervisory experience, strong leadership, communication, and management skills with at least 5 years at a director or higher position. Knowledge of and experience working with the Texas Higher Education Coordinating Board is desirable. 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 duties and responsibilities in the planning and supervision of the ongoing enrollment management issues of the university; oversight of management of varied departments and services delivered under the Vice President's supervision; full supervision of the personnel and budget of these areas. A high level of independent judgment, resourcefulness, creativeness, and initiative is required.

SUPERVISION GIVEN & RECEIVED: Reports and receives direction from the Vice President for Enrollment Management. Provides broad direction for the Director of the Visitor Center, Director of Financial Aid, the Student Orientation Programs, and oversight of major computer services projects as assigned.

PRIMARY RESPONSIBILITIES: The Assistant VP will play a leadership role in the delivery of enrollment management, including the following: Responsible for above departments via routine and important supervision and development of the directors/coordinators; Assist in the development and implementation of the financial aid office short and long range plan; Review and make recommendations to the Vice President for Enrollment Management on policy changes, procedures, budget items, and personnel recommendations/communications from departments; Assist the Vice President for Enrollment Management in the resolution of student problems referred to the Enrollment Management office by the Directors; Responsible for the writing/revision of any policies in the above departments; Development and preparation of certain reports for submission to external agencies and internal departments as requested by the Vice President for Enrollment Management; Serve as a delegate to external agencies; Serve as committee chair and/or member of committees. Performs other duties and responsibilities as assigned by the Vice President for Enrollment Management. Performs other related duties as assigned.

OTHER SPECIFICATIONS: A comprehensive knowledge of financial aid compliance issues as well as federal, state, and institutional aid/scholarship programs along with familiarity with student information systems. Ability to coordinate enrollment management strategies to attract, enroll, and retain students through on-campus departments/initiatives, such as the Visitor's Center, orientation, on-campus preview days. Ability to collaborate with Undergraduate Admissions and analyze the effects of financial aid policies on new student enrollment. Demonstrate the ability to maintain confidential information, communicate effectively both orally and in writing, collaborate with other divisions; supervise and develop staff, and a commitment to the educational access and support to students and parents.

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.