

**View Update Position Summary****Current Title**

Classification title: Vice President for Student Affairs and Institutional Relations

Title Code: 9146

FLSA:

Job Category: Staff

Minimum Salary (Applicant View):

Salary Range: Not Specified

Minimum Education Requirements:

Minimum Experience, Knowledge,  
Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Required Certification(s)/License(s) - List name and level of certification (s)/license(s):

**Position Details**

Employee First Name

Employee Last Name

Employee UIN

Classification title: Vice President for Student Affairs and Institutional Relations

PIN #:

If PIN # does not exist, please type in NEW.

Title Code:

FLSA:

Job Category: Staff

Minimum Salary (Applicant View):

Salary Range: Not Specified

College/Division or Department: Student Affairs &amp; Institutional Relations

Location: A. I. Thomas Administration Building  
Suite 102

Primary Purpose of Position

Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences)

The focal point for coordination of planning and delivery of programs and services, including but not limited to service learning, continuing education, K-12 outreach, multi-cultural affairs and community development.

Minimum Education Requirements: Masters Degree

Area of Study:

Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities?

Yes

If yes, please describe:

Participation in professional associations related to job responsibilities.

Minimum Experience, Knowledge,  
Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new

5-7 years of experience working with students and community in a

employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

higher education setting.

Preferred Experience Requirements:

Understanding of all departments and academic units within higher educational institutions and their ability to respond to local, national and global concerns.

From the dropdown list below, select which best fits the minimum length of time spent in performing similar work and acquiring the skills and knowledge to qualify for this position. (Not necessarily the years of the incumbent's experience, but the job-related experience.)

7+ years

After starting the job, how much on-the-job training does it take to learn the job?

1 to 2 years

Type of on-the-job-training:

Interacting with faculty and staff in all the academic units. Interacting with student leaders and student organizations. Understanding the research capability and potential. Interacting with community and alumni.

Required Computer/Software Skills:

MS Office Suite

Other Required Skills:

Drivers license  
Telephone skills  
Interpersonal skills

Verbal Skills:

Excellent

Written Skills:

Excellent

Computer Skills:

Excellent

Department:

Presidents Office

Creator:

Mary Smith

Creator's Phone/Extension:

Creator's PVAMU Email:

mesmith@pvamu.edu

Supervisor's Name:

George C. Wright

Supervisor's Title:

President

Supervisor's Phone/Extension:

Supervisor's PVAMU Email:

gcwright@pvamu.edu

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)

Hodge, Mary Lee  
Smith, Mary

Request number:

(Will be assigned upon first saving position)

001669

**Job Duties**

Percent of Duty Total: **100**

**5 Records**

% of Time	Responsibility / Duty	Essential Function
25	Hire, train, supervise and provide administrative leadership to staff in Student Affairs, University Relations, Governmental Affairs, Affirmative Action and Multicultural Affairs.	Essential
25	Provide administrative leadership to several committees within the university and interact with deans, administrators and students in achieving institutional goals. Chair or co-chair the following committees: Service Learning Planning Committee, Women's Leadership Council, Community Cleanup, and Arts and Culture.	Essential
20	Serve as a member of the President's Leadership Team. Consult with the President, Provost and other Vice Presidents on issues as they arise that impact the university community.	Essential
20	Community Outreach. Represent the university by working with local churches, schools, community organizations in solving some of the communities' most critical needs.	Essential

Other duties as assigned including serving as the Accountable Property Officer and will

10 perform all duties as required.

Essential

## Competencies &amp; Relationships

Independent Judgment/Problem Solving:	Develops strategic direction, goals, plans and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex problems.
Impact of Decisions: Inside Department: For this position, briefly describe examples of typical and key decisions that have impact within the department:	Major In collaboration with the staff the Vice President develops the goals and objectives for the office.
Impact of Decisions: Outside Department: For this position, briefly describe examples of typical and key decisions that have impact outside the department:	Major Service Learning committee, chaired by this Vice President, determined that each student should have at least one service learning experience prior to their graduation.
Impact of Decisions: Outside University For this position, briefly describe examples of your typical and key decisions that have impact outside the University:	Major The Community Clean-up involves the university community as well as the local community. It engages over a thousand students, faculty, staff, community leaders and business representatives.
Leadership/Supervisory Responsibilities: what is the nature and degree of the direct supervisory responsibility in this position based on actual duties?	Director of more than one department
<b>Click Here</b> for definitions.	
List number of students that directly report to this position:	0
List number of employees that directly report to this position:	12
List number of students that indirectly report to this position:	15-20
List number of employees that indirectly report to this position:	14
If this position supervises others, check the activities listed that are a part of this position's supervisory responsibilities:	<ul style="list-style-type: none"> <li>Recruits, screens, and interviews candidates</li> <li>Approves candidates for hire</li> <li>Conducts training of others</li> <li>Conducts performance appraisals</li> <li>Recommends salary actions</li> <li>Recommends termination of employees</li> <li>Recommends candidates for hire</li> <li>Assigns tasks or responsibilities to others</li> <li>Monitors work performance</li> <li>Administers disciplinary action</li> <li>Approves salary actions</li> <li>Approves termination of employees</li> </ul>
Personal/Organizational Contacts:  If contact with others is a routine function of this position, list and explain the contacts for this position both inside and outside PVAMU. Do not list contacts with supervisors, co-workers, and subordinates within the department.  List persons or organizations, purpose, frequency of contacts, and whether the contacts are internal or external to PVAMU.	<p>High-level contact with others in key positions. Contact usually involves several areas within the University and/or with community, government, business leaders, media and dignitaries. Typically handles highly sensitive and/or confidential information.</p> <p>Contacts with Texas Campus Compact, Waller Economic Development Council, Entergy Foundation, Department of Justice, The National Student Exchange Program and the PVAMU Capital Campaign Committee. Contacts with Student Affairs Vice Presidents from all system schools and other institutions of higher education.</p>
Customer Service Relationships:	Anticipates customer needs and regularly motivates or influences others to deliver customer service excellence. May troubleshoot and resolve highly sensitive/confidential issues. Identifies barriers to effective customer service and sets customer service standards. Establishes customer feedback system and holds self accountable

	for customer service excellence within the department.
Work Complexity:	Tasks and responsibilities require integration of diverse functional areas and involve variables that are more abstract. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.
For this position, describe the nature and variety of the most complex, yet typical, work process or responsibility:	Writing grants for external funding.
Does this position have responsibility for budget, revenues, and/or expenditures?	Yes
If yes, briefly describe the size of the budget, extent of the signature authority (amount approved in each account and number of accounts), and any involvement in the budget process.	Oversee the budgets for the Office of Student Affairs and Institutional Relations which total over 1 million dollars. Work with the staff to determine the budgets and expenditures. Meets with the President and CFO during budget hearings to present budget recommendations. Approves all expenditures and works with staff to make sure all policies and procedures are followed regarding the expenditure of funds.
<b>SECURITY SENSITIVE POSITION DETERMINATION</b>	
All university positions are classified as security sensitive and are subject to background checks.	
FLSA	
<b>FAIR LABOR STANDARDS ACT EXEMPTION</b>	
For this position, does the employee regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed?	Yes
Is the employee paid at least \$23,660 annually (\$455 weekly)?	Yes
<b>If you answered Yes to both questions above, please (1) check the appropriate category on the right, AND (2) check all boxes applicable for the selected category below.</b>	Executive (examples: chief executive officer, controller, vice president, director)
Executive:	Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise. Customarily and regularly directs the work of two or more full-time employees or their equivalents (for example, one full-time employee and two half-time employees). Has the authority to hire or fire other employees OR makes recommendations that carry particular weight as to the hiring, firing, advancement, promotion or any other change in status of other employees.
Administrative:	Primary duty consists of performing office or non-manual work directly related to the management or general business operations of the university or the university's customers.
Professional:	Learned Professional: Primary duty consists of the performance of work that requires advanced knowledge (beyond high school) and that is predominantly intellectual in character and consistently includes the exercise of discretion and independent judgment.
Computer-Related:	Is paid at least \$23,660 annually (\$455 weekly) or \$27.63 per hour. (That is, this exemption does NOT have to meet the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed if paid at least \$27.63 on an hourly basis.)
Outside Sales	
The salary basis and salary requirements do not apply for this category. That is, this category does not have the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed, and this category does not have to be paid \$23,660 annually (\$455 weekly).	

Highly Compensated Employees Primary duty consists of performing office, non-manual work. Note: No matter how highly paid, manual workers or other 'blue-collar' workers, including non-management construction workers, who perform work involving repetitive operations with their hand, physical skills and energy are not eligible for this category.

**Working/Env Conditions**

Working Conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Briefly describe examples of the typical work environment: Office

Typical Physical Demand: Position requires light physical activity.

Describe the normal physically demanding activities of the position and the approximate amount of time spent during a working day performing these activities: Walking across campus sometimes carrying materials to be disseminated at meetings.

Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.): 8-5 Monday through Friday

Describe any work schedule that the position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required. **(All positions may require some evening and weekend hours.)** Attendance at meetings at System, State, Governmental Agencies and Professional Conferences.

Do the duties described in this questionnaire generally require travel outside the area? Yes

If yes, please explain the purpose and the frequency of the travel: Monthly to attend meetings.

List the equipment typically required to operate and carry out the day-to-day duties of this position. Please indicate the amount of time spent during a working day using the equipment: Computer (4-6 hours)  
Telephone (2-4 hours)

**Justification**

Justification for Position The Vice President for Student Affairs and Institutional Relations is responsible for evaluating and promoting the University's services and programs that address some of the state's most critical needs in the areas of education, health, the environment arts and culture, economic well-being, community vitality and civic engagement.

**Budget Information**

Dates of Employment - From: 08/01/2004

Dates of Employment - To: 08/31/2014

Ad Loc. Acct. No.:

Funding Acct. Number(s):

Funding Acct. Title(s): VP Student Affairs & Institutional Relations

Employment Type: Regular F/T

Project Number:  
(For grant funded positions only) n/a

If Employment Type above is Grant-Funded, what is the duration in years of this position? n/a

Number of hours worked per week: 40

Type of Position: A&P

Percent Effort by Employee: 100

Budget Comments: 2/19/2008-Please correct the Dates of Employment "From/To"

(For Budget/OSP Office Only)

8/22/2007-budgeted position.

**Comments**

Hiring Authority Comments:

Dean/Director Comments:

HR Comments:

VPBA Comments:

Area VP Comments:

Pre-Approver Comments:

**HR Use Only**

Internal HR notes (only HR users can view this page):

Internal EEO Notes:

**Action History****02-08-2008 11:41 AM****Mary Smith***Action Saved Not Submitted***02-08-2008 12:04 PM****Mary Smith***Action Saved Not Submitted***02-08-2008 12:07 PM****Mary Smith***Action Submitted to Mgr/Dept Head***02-08-2008 12:15 PM****Mary Smith***Action Submitted to Dean/Director***02-08-2008 12:15 PM****Mary Smith***Action Submitted to Area Pre-Approver***02-08-2008 12:16 PM****Mary Smith***Action Submitted to Area VP***02-12-2008 10:03 PM****Mary Lee Hodge***Action Submitted to Budget***02-19-2008 9:17 AM****Betty Ricks***Action Returned to Submitter*