

## Prairie View A&M University Position Description

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

### Employee Details

Employee First Name                      Lettie  
Employee Last Name                        Raab  
Employee UIN                                802005263

### Position Title

Classification title:                        Director of University College  
Title Code:                                 7612  
Job Category:                                Staff  
FLSA:                                         Exempt  
Minimum Salary (Applicant View):      80,156.00  
Salary Range:                               15

### 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

Date of Hire:

Job summary/basic function:

Proposed New Title:

Use only if '0000-Unclassified' was selected on previous page.

PIN #:                                        03373  
If PIN # does not exist, please type in NEW.

Final Approved Salary:

Job Category:                                Staff

Pay rate:

College/Division or Department: University College

Location: Office of Advisement

Primary Purpose of Position  
Under limited supervision, leads and directs the day-to-day operations of University College that provides Advisement, Support Services/referrals, Academic Enhancement and Residential Services to the entire freshmen class, Undecided students and tutoring services for all students.

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

Minimum Education Requirements: Master's Degree

Area of Study:

Preferred Education Requirements:

Preferred Education Requirements:

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 Workshops, Conferences, Institutes, and System Seminars or Symposiums related to Freshmen studies, retention, advisement, or like issues.

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.

Proven administrative ability with excellent interpersonal and communication skills; strong interest in Freshman studies, program development and retention.

Preferred Experience Requirements: At least 10 years experience in secondary and post-secondary educational setting; working with academically at-risk youths

Required Computer/Software Skills: MS Office Suite

Other Required Skills: Proven record of establishing successful educational programs in post-secondary institution.  
Leadership and management

Verbal Skills: Excellent

Written Skills: Excellent

Computer Skills: Excellent

Required Certification(s)/License(s):  
(Please list name and level of certification(s)/license(s).)

Department: University College

Creator: Brenda D. Anderson

Creator's Phone/Extension: 936-261-2175  
 Creator's PVAMU Email: bdanderson@pvamu.edu  
 Supervisor's Name: E. Joahanne Thomas-Smith  
 Supervisor's Title: Provost and Senior Vice President for Academic Affair  
 Supervisor's Phone/Extension: 936-261-2175  
 Supervisor's PVAMU Email: ejthomas-smith@pvamu.edu

Search Committee:

**Search Committees are required for all positions of director level or higher, tenure and tenure track faculty positions.**

Please list each member of the Search Committee, including the Search Chair. List each member's Professional Area/Department, Gender and Ethnicity.

Faculty Search Committees should consist of a minimum of 5 committee members.

Please list any questions you would like to ask all applicants who apply to this posting:

Minimum screening questions, etc.

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

Please list any other advertising sources you would like to use:

Department Comments:

**Job Duties**

Percent of Duty Total: **100**

**7 Records**

% of Time	Responsibility / Duty	Essential Function
30	Responsible for the overall supervision of all reporting units within University College, this includes but is not limited to Academic Advising, Academic Enhancement, and Student Life, Testing, Tracking, Assessment, and Evaluation. Responsible for the overall management of the ACCESS Program supports the Orientation Programs.	Essential
20	Responsible for the day-to-day operations and management of University College. This includes the Administrative functions, Financial Management, Statistical Analysis, Strategic Planning, and Grant Writing, and Grant Management	Essential
10	Serves as a liaison with the Provost and Senior Vice President for Academic Affairs to ensure that all federal, state, and local requirements are adhered to.	Essential
10	Promotes cooperation, coordination and communication among the divisions of University College and between University College and the rest of the university to insure that all members of that community are well served. Maintains high academic, ethical and professional standards in all facets of University College Operations. Maintains faculty, staff and student	Essential

morale by providing a living and working environment that is person-centered, protective of personal rights and dignity, governed by an equitable and uniform application of rules and regulations and is focused on individual success and mission accomplishment.

- 10 Oversees the allocation of resources within University College in a manner consistent with approved budget rules and regulations of the funding sources (e.g. Educational and General Rules, Indirect Cost Policy, etc.) and in a manner that is equitable and effective in terms of meeting the university's mission and goals. Essential
- 10 Ensures preparation of academic course schedules and faculty workloads and ensures accurate, timely reporting of schedule changes and faculty workloads. Essential  
Reviews proposals for curriculum changes and submits proposals through the established review process.
- 10 Assumes responsibility for the establishment of the mission goals, objectives and performance outcome expectations for all functional UC units through the development and updating of a Strategic Plan and strategic plans for each division. Essential  
Recommends appointments, salaries, promotion and, if applicable, tenure of University College faculty. Recommends faculty and staff for merit and equity pay raises and identifies professional development opportunities for UC staff and faculty and other duties as assigned to include property inventory management (see supplemental documentation).

**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: Professional office environment.

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: Work activity is generally performed in individual office. Data entry activities require sitting. Engage office visitors. Standing occurs due to presentations or meetings.

Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.): 8:00 to 5:00 p.m.

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.)** Participation in student activities, meetings on and off campus after regular hours. Weekends are required during the ACCESS program and Orientations.

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: Travel to participate in meetings and workshops.

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 50%  
Xerox 5%  
Cisco IP Phone 10%

**Competencies & 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:**

Major

For this position, briefly describe examples of typical and key decisions that have impact within the department:

This position is responsible for all major personnel, policy and financial decisions within the unit. This individual makes all hiring, firing and employee fiscal decisions within the unit, subject to concurrence by the Provost and Senior VP for Academic Affairs. This position, subject to concurrence by the Provost and Senior VP for Academic Affairs, is responsible for all decisions relative to the implementation of the ACCESS program and University College to include the distribution of resources and all budgetary issues.

**Impact of Decisions: Outside Department:**

Major

For this position, briefly describe examples of typical and key decisions that have impact outside the department:

This unit is large and diverse in its functions and, therefore, impacts the broader university community. The Advisement Division works hand in glove with faculty representatives from all colleges to insure that advisement is appropriate, effective and accessible across the university. This position is consulted on a regular basis by Deans, the Registrar, and faculty on matters relative to registration, advisement, satisfactory academic progress, probation/suspension, etc. and decisions made by this position impact more than this department. The Academic Enhancement Division encompasses, developmental Education, the Center for Academic Support (tutoring, SI, workshops, etc) and the Scholars Program. Decisions made by this position impact these activities that touch every person on the campus. This position provides significant support for the recruitment and Orientation programs. Decisions relative to utilization of UC personnel and resources have a direct impact on these and other university programs.

**Impact of Decisions: Outside University**

Major

For this position, briefly describe examples of your typical and key decisions that have impact outside the University:

This position has a level of visibility outside of the university. This position is requested to participate in higher level committees (i.e THECB, NACADA, Association of Deans and Directors of University Colleges, etc.) Decisions made in these outside organizations can have an impact outside the campus.

**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

[Click Here](#) for definitions.

List number of students that directly report to this position: 0

List number of employees that directly report to this position: 5

List number of students that indirectly report to this position: 270

List number of employees that 70

indirectly report to this position:

Recruits, screens, and interviews candidates  
 Conducts training of others  
 Conducts performance appraisals  
 Recommends salary actions  
 Recommends termination of employees  
 Recommends candidates for hire  
 Assigns tasks or responsibilities to others  
 Monitors work performance  
 Administers disciplinary action

If this position supervises others, check the activities listed that are a part of this position's supervisory responsibilities:

Personal/Organizational Contacts:

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.

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.

This position has regular contact with the Deans as a member of the Academic Affairs Executive Officers. Further, this position deals regularly with the Deans in academic matters relative to registration, DE, the Scholars programs, etc. This position works on a regular basis with the Registrar and the Associate Provost for Academics, Assistant Provost for Financial Services relative to issues of registration, financial aid, probation and suspension. This position is called upon to represent the university at meetings and conferences relative to retention issues, developmental education issues and "First Year Experience" issues. These activities may be at the THECB level, the state legislative level or even the national level.

List persons or organizations, purpose, frequency of contacts, and whether the contacts are internal or external to PVAMU.

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:

This position is tasked with improving freshman retention. This requires that four divisions (Academic Advisement, Academic Enhancement, Student Life and the Business Office) all work in an integrated, effective manner to provide the students with a Learning and Living environment that holistically supports them. In one day this position must insure that advisement, to include registration is done effectively; that students receive appropriate referrals for issues that range the gamut from financial aid paperwork to roommate issues; that appropriate academic enhancement from developmental math to calculus tutoring to honors classes are available and that the residential complex is safe, clean and academically focused, but with enough co-curricular activities to insure students obtain a well-rounded college experience.

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

The overall budget is \$4,007,762.98  
 This position has full signature authority on 25 accounts.

authority (amount approved in each account and number of accounts), and any involvement in the budget process.

This position participates in the budget process by preparing a budget for approval by the Provost and Vice-president of Academic Affairs.

**SECURITY SENSITIVE POSITION DETERMINATION**

All university positions are classified as security sensitive and are subject to background checks.

**FLSA**

**FAIR LABOR STANDARDS ACT EXEMPTION**

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

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.

Executive (examples: chief executive officer, controller, vice president, director)

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.

Executive:

Administrative:

Professional:

Computer-Related:

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

Start Up

No Records Found

**Budget Information**

Dates of Employment - From: 09/01/2008  
 Dates of Employment - To: 08/31/2009  
 Ad Loc. Acct. No.: 110500  
 Funding Acct. Number(s): 118027; 178027 10000;178028 10000  
 Funding Acct. Title(s): Educational Assessment; OCR  
 Employment Type: Regular F/T  
 Project Number:  
 (For grant funded positions only) NA  
 If Employment Type above is Grant-Funded, what is the duration in years of this position? NA  
 Number of hours worked per week: 40  
 Type of Position: A&P  
 For new Faculty Positions, please indicate the one-time start-up costs to include recruitment, space, lab equipment, office equipment, etc.:  
 For new Faculty Positions, please indicate recurring costs if any such as travel, journals, etc.:  
 Percent Effort by Employee: 100  
 Budget Comments:  
 (For Budget/OSP Office Only) 9/4/2009-Budgeted position.  
 Position currently budgeted at \$90,582 (da).

**Work Load**

No Records Found

***Approvals:***\_\_\_\_\_  
Date\_\_\_\_\_  
Employee Signature***Human Resources  
Department:***

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*Date*

*Human Resources Representative*

*Title*