

## 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                      Elizabeth  
Employee Last Name                        Noel  
Employee UIN                                 402001987

### Position Title

Classification title:                        Associate Vice President of Research  
Title Code:                                  9138  
Job Category:                                Staff  
FLSA:                                         Exempt  
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

Date of Hire:

Job summary/basic function:

### Proposed New Title:

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

PIN #:                                         04730  
If PIN # does not exist, please type in NEW.

Final Approved Salary:

Job Category:                                Staff

Pay rate:

College/Division or Department: Research & Development

Location: 103 Anderson Hall

Primary Purpose of Position

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

The position supports the research unit and related activities in the Office of Research & Development through daily leadership and support for operations.

Minimum Education Requirements: Ph.D. or Equivalent

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?

No

If yes, please describe:

N/A

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.

Preferred Experience Requirements: University administrator; Project Director/Principal Investigator for projects greater than \$250,000

Required Computer/Software Skills: MS Office Suite

Other Required Skills: Excellent communications skills

Verbal Skills: Excellent

Written Skills: Excellent

Computer Skills: Good

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

Department: Research and Development

Creator: Dr. Willie F. Trotty

Creator's Phone/Extension: 936/261-1550

Creator's PVAMU Email: wftrotty@pvamu.edu

Supervisor's Name: Dr. Willie F. Trotty  
 Supervisor's Title: Vice President  
 Supervisor's Phone/Extension: 936/261-1550  
 Supervisor's PVAMU Email: wftrotty@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) **Perez, Gloria**

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

Department Comments:

**Job Duties**

Percent of Duty Total:**100**

**4 Records**

% of Time	Responsibility / Duty	Essential Function
30	Guidance and support for the identification and development of training activities for the university community in the development of proposals for submission for externally funded projects; experience developing and writing policies, procedures, rules for operation.	Essential
25	Supervision and general oversight of the regulatory compliance component for research and sponsored programs, including pre-and post-award support services.	Essential
25	Review, monitor and evaluate the outcome of proposal development and project implementation for research and sponsored program activities by individuals and teams from multiple/varied disciplines.	Essential
20	Develop, compile and disseminate status reports of institutional mission-based capability and summary statements as they relate to currently funded programs.	Essential

**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 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:	Sit - Frequently Lift - 0-20 lbs securing & delivering information
Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.):	8 a.m. - 5 pm. M-F
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. <b>(All positions may require some evening and weekend hours.)</b>	Attendance at meetings at night and/or weekends (8 hrs/month)
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:	Off-site work related responsibility approximately 8-24 hrs/month
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:	Office equipment - 1 hr; telephone - 2 hrs; Computer 4 hrs
<b>Competencies &amp; Relationships</b>	
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:	Impacts daily operation and special projects about research & special project acquisition
Impact of Decisions: Outside Department:	Major
For this position, briefly describe examples of typical and key decisions that have impact outside the department:	Procedural application for research policies institution-wide
Impact of Decisions: Outside University	Considerable
For this position, briefly describe examples of your typical and key	Strategic partnership development for mutual benefits, i.e.

decisions that have impact outside the University: community development projects w/special funding

**Leadership/Supervisory**

Responsibilities: what is the nature and degree of the direct supervisory responsibility in this position based on actual duties?

Manager of more than one department

[Click Here](#) for definitions.

List number of students that directly report to this position: None

List number of employees that directly report to this position: 2

List number of students that indirectly report to this position: 3

List number of employees that indirectly report to this position: 10

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

- Conducts training of others
- Conducts performance appraisals
- Recommends salary actions
- Recommends candidates for hire
- Assigns tasks or responsibilities to others
- Monitors work performance

**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.

Program & unit administrators with leadership authority to guide total team

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:

Policy analysis & procedural development

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.

Participate in budget planning. Signature authority on all research accounts

**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).

Executive:

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:

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: 09/01/2006

Dates of Employment - To: 08/31/2007

Ad Loc. Acct. No.: 115100

Funding Acct. Number(s): 180800 (96.38%) 224360 (3.62%)

Funding Acct. Title(s): Research & Development

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

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

8/22/2007-Budgeted position.(BAR)

Budget Comments:  
(For Budget/OSP Office Only) This position is funded from two accounts. Please list both accounts and the percentage funded 08/15/07 (BAR).

**Work Load**

No Records Found

**Approvals:**

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*Date*

*Employee Signature*

**Human Resources  
Department:**

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<i>Date</i>	<i>Human Resources Representative</i>	<i>Title</i>
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