

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 Tressey D
Employee Last Name Wilson
Employee UIN 601009275

Position Title

Classification title: Assistant Vice President of Auxilliary Enterprises
Title Code: 9149
Job Category: Staff
FLSA: Exempt
Minimum Salary (Applicant View): \$67,003
Salary Range: 13

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-Undecided' was selected on previous page. Assistant Vice President of Auxilliary Enterprises

PIN #:

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

PO5348

Final Approved Salary:

Job Category:

Pay rate:

College/Division or Department: Auxiliary Services

Location: Willie A Tempton Building
Room 107

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

The Assistant Vice President of Auxiliary Enterprises is responsible for managing the administrative support functions of multiple auxiliary components to include but not limited to food services, housing, card access system, parking management, student center operations, shuttle services, residential life programming, laundry services and the university licensing program for the main campus and remote university locations.

Minimum Education Requirements: Bachelor's Degree in Business

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: Must remain current with issues and standards for auxiliary services.

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.

5-7 years management experience in higher education.

Preferred Experience Requirements: Five years management experience in higher education.

Required Computer/Software Skills: MS Office Suite

Other Required Skills: Ability to plan and organize. Good knowledge of State, System and University administrative policies and procedures. Ability to effectively delegate responsibility. Ability to cooperate and work effectively with administrators, faculty, staff and students.

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: Auxiliary Services

Creator:

Anitra Phelps

Creator's Phone/Extension: 936-261-2140

Creator's PVAMU Email: adphelps@pvamu.edu

Supervisor's Name: Fred Washington

Supervisor's Title: Vice President of Administration and Auxiliary Services

Supervisor's Phone/Extension: 936-261-2140

Supervisor's PVAMU Email: fewashington@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)

Smith, Courtney
Washington, Fred
Phelps, Anitra
Moore, Cheryl
Wilson, Tressey
White, Keysha

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

Department Comments:

Job Duties

Percent of Duty Total: **100**

5 Records

% of Time	Responsibility / Duty	Essential Function
30	Responsible for the general administration and oversight of all auxiliary programs and support systems. Including, but not limited to, Campus Dining, Campus Parking, Laundry, Shuttle Services, Information Center, Bookstore services, and Student Center Operations.	Essential
20	Review and approve all required administrative documents for departments and monitor inventory controls of supplies, materials and equipment used in the departments. Interact with faculty, staff and students in providing the best auxiliary services.	Essential
20	Develop and maintain a five-year capital budget and operating budget plan for the area. Review and update policies and procedures manual for the area.	Essential

20	Manage the Auxiliary Contracts for efficiency and compliance.	Essential
10	Other duties as assigned to include property inventory management (see supplemental documentation).	Essential

Working/Env Conditions

Working Conditions:	Work involves some exposure to moderate risk of accident and requires following basic safety precautions.
Briefly describe examples of the typical work environment:	Office setting. Occasional outside work.
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:	May have to move signs or boxes.
Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.):	M-F, 8 am - 5 pm
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.)	Some work during special events, which are normally outside work hours.
Do the duties described in this questionnaire generally require travel outside the area?	No
If yes, please explain the purpose and the frequency of the travel:	Conferences and other training opportunities.
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, phone, fax, copier, camera, card reader, card creating machine, etc.

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:	Fully responsible for policy creation and enforcement.
Impact of Decisions: Outside Department:	Major

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

Fully responsible for policy creation and enforcement.

Impact of Decisions: Outside University

Major

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

Fully responsible for policy creation and enforcement.

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: 3

List number of students that indirectly report to this position: 5

List number of employees that indirectly report to this position: 25-30

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

Recruits, screens, and interviews candidates
 Approves candidates for hire
 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
 Approves salary actions
 Approves termination of employees

Personal/Organizational Contacts:

Regular and substantial contact with others. Contacts usually involve discussions related to policies and programs and may include proposal or grant writing, negotiation with vendors, solicitation of financial donations for the University, and the like.
 Handles sensitive, complex, 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.

Regular contact with outside vendors for contract management and compliance.

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.

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.

Work Complexity:

For this position, describe the nature and variety of the most complex, yet typical, work process or responsibility:

Planning out Homecoming activities and making sure all components, including other areas of the University, are aligned.

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.

\$9 million budget, several accounts, has signature authority and completely involved in budget process.

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: 09/01/2008

Dates of Employment - To: 08/31/2009

Ad Loc. Acct. No.: 110700

Funding Acct. Number(s): 331500 (50%) & 334060 (50%)

Funding Acct. Title(s): Auxiliary Support & Campus Dining

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

Budget Comments: 2/27/2008-Sufficient funding and benefits for this position.
(For Budget/OSP Office Only) 2/19/2008-Need percent FTE for each Funding Account Number.

Work Load

No Records Found

Approvals:

Date *Employee Signature*

**Human Resources
Department:**

Date *Human Resources Representative* *Title*