Position Information

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<th>Classification Title</th>
<th>Assistant Vice President of Continuing Education and Institutional Relations</th>
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<td>Title Code</td>
<td>9152</td>
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<tr>
<td>Department</td>
<td>Institutional Relations &amp; Public Service</td>
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Job Summary/Basic Function

This position is responsible for developing, planning and implementing a campus-wide continuing education program and support of the University's mission, profitable and self-sustaining. Primary duties consist of, but are not limited to, providing leadership and administrative oversight to the programs in Continuing Education and Institutional Relations through the development of innovative programs, budget and fiscal management for the areas of Public Relations, Governmental Affairs, Multicultural Affairs, Equal Opportunity and Continuing Education Program; creating the vision for a campus-wide continuing education program; planning, implementing, and enhancing programmatic concepts for collaboration with various university entities; and developing revenue streams to support programs in the Office of Student Affairs and Institutional Relations by writing grants to generate funds.

Job Category: Staff

Minimum Salary Commensurate with experience

Preferred Education Requirements Doctorate in Adult Education, Higher Education Administration, or Business Administration

Preferred Experience Requirements: Seven or more years of successful experience in planning, organizing and implementing a self-sustaining continuing education program which fully engages the university, local and nationwide communities.

Minimum Experience, Knowledge, Skills & Abilities Three to five years experience of successful demonstrated leadership in developing, planning, and implementing a campus wide continuing education and community outreach program in a University setting. One year experience with the accreditation of non-traditional professional programs, and experience in creating and maintaining compliance with state authorizing agencies.

Minimum Education Requirements Master's degree in Adult Education, Higher Education Administration or Business Administration

State issued Driver’s License. Must be willing and able to obtain a valid
Required Certifications/Licensures
Texas Driver's license upon hire.

All positions at Prairie View A&M University are classified Security Sensitive; therefore, requiring a background check.

The following documents must be attached to your application in order to successfully apply for this position:

Resume
Recommendation Letter 1
Recommendation Letter 2
Recommendation Letter 3
Copy of official transcript

If you should need assistance attaching these documents to your application please contact the Office of Human Resources on or before the closing date indicated above at 936-261-1730 or jobs@pvamu.edu. To be considered, even if you are a current or former employee, or current or former student of PVAMU, all required documents must be attached at the time your online application is submitted.

All degrees must be from an accredited college or university.

If the educational transcript is from a foreign institution, a professional agency evaluation from the approved agency list is required to verify United States' educational equivalence. Acceptable international evaluation services include:

- Global Credential Evaluators (www.gcevaluators.com)
- Span Tran Educational Services (www.spantran-edu.com)
- SDR Educational Consultants (www.sdr.netfirms.com)
- Educational Credential Evaluators (www.ece.org)
- World Education Services (www.wes.org)
- Josef Silny & Associates (www.jsilny.com)
- International Education Research Foundation (www.ierf.org)

Work Schedule
Monday to Friday, 8 a.m. to 5 p.m. to include some evenings and weekends as listed above

Job Open Date
05-15-2009

Job Close Date
07-15-2009

Employment Type
Regular F/T

Other advertising sources
Will provide additional resources TBA.

Request/Posting Number
0600446

AA/EEO Statement
Prairie View A&M University is an Affirmative Action/Equal Opportunity Employer