

Position Information

Classification Title	Assistant Vice President of Continuing Education and Institutional Relations
Title Code	9152
Department	Institutional Relations & Public Service
Type of Position	A&P
Job Summary/Basic Function	<p>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.</p> <p>The successful candidate must have excellent leadership and management skills; budgetary knowledge and the ability to oversee numerous operations simultaneously; knowledge of Southern Association of College and Schools (SACS) accreditation and assessment in higher education; the ability to create and maintain compliance with state authorizing agencies; evidence of the ability to work effectively with an ethnically and culturally diverse campus community with faculty, staff and students from diverse socioeconomic and academic backgrounds; have excellent written and verbal communication skills; and excellent computer skills to include the use of the MS Office Suite. Must be willing and able to work evenings and weekends depending on programs planned and for attendance at professional meetings.</p>
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

Required Certifications/Licensures	State issued Driver's License. Must be willing and able to obtain a valid Texas Driver's license upon hire.
Special Instructions to Applicants	<p>All positions at Prairie View A&M University are classified Security Sensitive; therefore, requiring a background check.</p> <p>The following documents must be attached to your application in order to successfully apply for this position:</p> <ul style="list-style-type: none">ResumeRecommendation Letter 1Recommendation Letter 2Recommendation Letter 3Copy of official transcript <p>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.</p> <p>All degrees must be from an accredited college or university.</p> <p>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:</p> <ul style="list-style-type: none">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

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