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       Miron
Employee Last Name        Billingsley
Employee UIN              N/A - New Hire

Position Title

Classification title:    Associate Vice President for Student Affairs
Title Code:              9173
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: Prairie View A&M University is seeking applicants for the position of Associate Vice President of Students Affairs. Reporting to the Vice President for Student Affairs and Institutional Relations, the Associate Vice President is administratively responsible for the organization, development, planning, and supervision of all Student Affairs activities including approximately 25 employees and the following units: Student Activities and Leadership, Student Services, Intramural Sports, Career Services, Judicial Services; Testing and Disability Services, All Faith Chapel and Student Publications.

Job summary/basic function:

Proposed New Title:
PIN #: 02609

Final Approved Salary: $86,000.00

Job Category: Staff

College/Division or Department: Student Affairs

Location: A. I. Thomas Administration Building
Suite 102

Primary Purpose of Position
Provides effective leadership in terms of the day-to-day operations and long term planning of the Student Affairs Unit, the Office for Academic and Student Affairs, and the University as a whole.

Minimum Education Requirements:
Masters Degree in Student Personnel Services, Higher Ed Administration, Social Work, Counseling

Area of Study:

Preferred Education Requirements:
Doctorate, record of successful grant writing and program implementation in student services. Leadership positions in professional student affairs organizations at the local, state or national level. Record of performing needs assessments and using the results to improve program operation. Knowledge of the Southern Association of Colleges and schools 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:
Attending and participation in workshops, conferences, and other activities related to areas of Career Services, Student Activities, Intramurals, Student Conduct, Special Programs, Diagnostic Testing and Disability 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.
Five to seven years of full-time work experience at a post-secondary educational institution; Progressively responsible executive management experience in Student Services

Preferred Experience Requirements:
Seven years of experience in higher education. Three years of leadership/supervisory experience.

Required Computer/Software Skills:
MS Office Suite

Excellent leadership and management skills. Budgetary knowledge and the ability to oversee numerous operations simultaneously. Experience with SAC accreditation and assessment in higher
Other Required Skills: 
education. Excellent organizational and interpersonal skills; Skills in 
incrementing collaborative decision-making is required; Evidence of 
ability to work effectively with an ethnically and culturally diverse 
campus community with students from diverse socioeconomic and 
academic backgrounds.

Verbal Skills: 
Excellent

Written Skills: 
Excellent

Computer Skills: 
Excellent

Required Certification(s)/License(s): 
Drivers License, Certification to transport students

(Please list name and level of 
certification(s)/license(s).)

Department: 
Student Affairs

Creator: 
Rose M. Hunter

Creator's Phone/Extension: 
936-261-2125

Creator's PVAMU Email: 
rmhunter@pvamu.edu

Supervisor's Name: 
Lauretta F. Byars

Supervisor's Title: 
Vice President, Student Affairs and Institutional Relations

Supervisor's Phone/Extension: 
936-261-2130

Supervisor's PVAMU Email: 
lfbysters@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.

Dr. Dennis Daniels, Director, Undergraduate Medical Academy, 
Chair, Male, African American
Ms. Eseosa Equa, Undergraduate Medical Student, Female, African 
American
Mr. Andre Evans, Pres. Student Govern. Association, Male, African 
American
Ms. Elma Gonzalez, Multicultural Affairs Officer, Female, Hispanic 
Dr. Grace Goodie, Chairperson of Faculty Senate, Female, African 
American
Ms. Jamie Jackson, Miss PVAMU, 2007-2008, Female, African 
American
Ms. Glenda Jones, Director of Career Services, Female, African 
American
Ms. Kay Peavy, Manager of Procurement and Contracts, Female, 
African American
Dr. Michael McFrazier, Assoc. Provost for Academic Affairs, Male, 
African American
Ms. Lettie Raab, Director, University College, Female, Caucasian 
Mr. Steve Ransom, Director of Student Activities, Male, African 
American
Mr. Ron Dupree, Director of Housing, Male, African American
Ms. Cheree White, SGA VP for Student Affairs & Institutional 
Relations, Female, African American
Mrs. Renee Williams, Equal Employment Officer, Female, African 
American

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)

Byars, Lauretta
Williams, Renee
Hunter, Rose

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

All HBCU's, all Texas Universities, National Association of Student Affairs Professional, Chronicle of Higher Education (online)

Department Comments:

Job Duties

Percent of Duty Total: 100

6 Records

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<thead>
<tr>
<th>% of Time</th>
<th>Responsibility / Duty</th>
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<tbody>
<tr>
<td>30</td>
<td>Provide leadership and management of all Student Affairs Units. Provide administrative oversight to ensure that units operate within the policies and procedures of the State of Texas, the A&amp;M System and PVAMU. This includes budget execution, personnel management and programming. Ensure that each unit has a clearly defined operations manual. Ensure each staff person is trained to implement activities for which they are responsible. Coordinate goals, objectives and assessment strategies with the Division Assessment Chairperson and all departments to ensure university goals and core values are embedded in all programs. Ensure assessment tools and opportunities for students and staff to identify strengths, weaknesses and areas for improving student affairs programs and activities. Assist in risk management decisions concerning special events and activities sponsored by university and non-university entities. Ensure all units function in accordance with SACs requirements; increase opportunities for leadership and development for all students; enhance collaborations between Career Services and Academic units to document student placement following graduation; provide leadership to ensure institutional ADA compliance; increase recreational activities for all students.</td>
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<tr>
<td>20</td>
<td>Essential</td>
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<td>Essential</td>
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<td>Essential</td>
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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
Briefly describe examples of the typical work environment:

unpleasant elements.

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 offices. Outside visitor traffic varies from light to heavy. Work environment is very good.

Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.):

Regular hours are 8:00 to 5:00 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.)

Night and weekend hours will be required to attend meetings and other activities related to students.

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:

To accompany students on travel away from the university. Travel to workshops and professional conferences.

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-4 hrs, Xerox, Cisco IP Phone, fax,

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:

Decisions regarding management and control of fiscal procedures for all reporting units in the Division. The AVP determines the allocation of funds across units thus impact programming in every unit.

Impact of Decisions: Outside Department:

Major

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

The AVP has responsibility for insuring that every student at the University is aware of their Rights and Responsibilities as a student. The AVP is also responsible for insuring the development and implementation of judicial rules that impact all students.

Impact of Decisions: Outside University:

Major

For this position, briefly describe:

The AVP advocates quick and appropriate response to complaints
examples of your typical and key decisions that have impact outside the University:

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

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

List number of employees that directly report to this position:
6

List number of students that indirectly report to this position:
15

List number of employees that indirectly report to this position:
20

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

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

Personal/Organizational Contacts:

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.

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:

The AVP for Student Affairs provides leadership, management and budgetary services for the Division of Student Affairs. Oversees student affairs operations involving over 25 personnel in areas of career services and outreach, student activities and leadership, diagnostic testing and disability services, judicial services, intramural and recreational sports, and spiritual services.

Does this position have responsibility for budget, revenues, and/or expenditures?

Yes

Involved in annual review of Student Affairs budget and has signature authority for unit. Budget size- $222,685.45. Accounts under direct responsibility include the following:
1-10600 Office for Student Affairs $186,330
2-10600 Office for Student Affairs $ 1,726.86
2-10605 Disability Services $ 12,000
2-22185 VP Student Affairs $ 108.98
2-22196 Thurgood Mars Prog $ 10,000
2-24398 Stu Services IDC 1,145.61
2-26640 Stu Affairs $ 9,264
3-32071 Stu in Free Enterpr $ 2,110
3-32081 Jazz Ensemble 300

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.
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.: 110400

Funding Acct. Number(s): 110600

Funding Acct. Title(s): Office for Student Affairs

Employment Type: Regular F/T

Project Number: NA

(For grant funded positions only)

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


8/3/2009-Please correct the "Dates of Employment-From" and "Dates of Employment-To".
3/18/2008-Funding requirements noted on comments page at $85,000.00. Position could be paid 10% higher which will put the salary at $93,500.00. Sufficient funding in account 110600 available balance to fund this position.

Budget Comments:
(For Budget/OSP Office Only)

3/17/2008-Need proposed salary for this position.
3/14/2008-Please change "Dates of Employment From"

8/22/2008-sufficient funding and budget for this position.

Funding Account information required.

Work Load
No Records Found

Approvals:

__________________________________________  ________________________________
Date                                              Employee Signature

Human Resources
Department:

__________________________________________   ________________________________
Date                                              Human Resources Representative  Title