

## 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:

#### Job summary/basic function:

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.

#### Proposed New Title:

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

**PIN #:** 02609  
If PIN # does not exist, please type in NEW.

**Final Approved Salary:** \$86,000.00

**Job Category:** Staff

**Pay rate:**

**College/Division or Department:** Student Affairs

**Location:** A. I. Thomas Administration Building  
Suite 102

**Primary Purpose of Position**

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

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

education. Excellent organizational and interpersonal skills; Skills in promoting 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.

Other Required Skills:

Verbal Skills: Excellent

Written Skills: Excellent

Computer Skills: Excellent

Required Certification(s)/License(s):  
(Please list name and level of certification(s)/license(s).) Drivers License, Certification to transport students

Department: Student Affairs

Creator: Rose M. Hunter

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

Creator's PVAMU Email: rmhunter@pvamu.edu

Supervisor's Name: Laretta F. Byars

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

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

Supervisor's PVAMU Email: lfbbyars@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. Eeosa 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, Laretta  
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

% of Time	Responsibility / Duty	Essential Function
30	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&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.	Essential
20	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.	Essential
20	Oversee and influence the planning and implementation of student activities and programs. Review plans and activities for student leadership development, organizational management, cultural activities and special events-homecoming, spring fest, black history month, back to basics, coronation ball, etc. Ensure a diversity of multicultural events and programs and encourage student engagement in all events to enhance their social, cultural, personal, spiritual, professional and academic growth and development.	Essential
10	Provide leadership for establishing and implementing a Development Program for the entire unit comprising Student Affairs and Institutional Relations. This program is charged with the private fund raising activities to support the programs and activities of the office. The Associate VP will be expected to submit to external agencies and organizations to solicit funds to meet the unit needs.	Essential
10	Provide leadership, to ensure the execution of timely and quality student conduct and the integrity of the judicial hearing process. Facilitate the periodic review and revision of the Student Guide and Student Handbook and ensure discrimination information to all freshmen and transfer students and posting on the web page. Provide workshops to students across campus to ensure their understanding of Students Rights and Responsibilities and list rights and responsibilities in the Handbook. Work with all external agencies to ensure fair and appropriate treatment of students.	Essential
10	Performs other duties as assigned.	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

<p>Briefly describe examples of the typical work environment:</p>	<p>unpleasant elements. Professional Office environment</p>
<p>Typical Physical Demand:</p>	<p>Position requires light physical activity.</p>
<p>Describe the normal physically demanding activities of the position and the approximate amount of time spent during a working day performing these activities:</p>	<p>Work activity is generally performed in individual offices. Outside visitor traffic varies from light to heavy. Work environment is very good.</p>
<p>Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.):</p>	<p>Regular hours are 8:00 to 5:00 pm.</p>
<p>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></p>	<p>Night and weekend hours will be required to attend meetings and other activities related to students.</p>
<p>Do the duties described in this questionnaire generally require travel outside the area?</p>	<p>Yes</p>
<p>If yes, please explain the purpose and the frequency of the travel:</p>	<p>To accompany students on travel away from the university. Travel to workshops and professional conferences.</p>
<p>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:</p>	<p>Computer-4 hrs, Xerox, Cisco IP Phone, fax,</p>
<p><b>Competencies &amp; Relationships</b></p>	
<p>Independent Judgment/Problem Solving:</p>	<p>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.</p>
<p>Impact of Decisions: Inside Department:</p>	<p>Major</p>
<p>For this position, briefly describe examples of typical and key decisions that have impact within the department:</p>	<p>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.</p>
<p>Impact of Decisions: Outside Department:</p>	<p>Major</p>
<p>For this position, briefly describe examples of typical and key decisions that have impact outside the department:</p>	<p>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.</p>
<p>Impact of Decisions: Outside University</p>	<p>Major</p>
<p>For this position, briefly describe</p>	<p>The AVP advocates quick and appropriate response to complaints</p>

examples of your typical and key decisions that have impact outside the University:

and incidents which could place the university at risk from external or internal constituents, especially with judicial, disciplinary and disability services.

**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: 6

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

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

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:

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.

President, Provost and University Vice Presidents, Deans and/or Department Heads  
 TAMUS Officials regarding student affairs activities as related to the System  
 Government officials as related to grants and contracts

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:

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

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.

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)

Executive:

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.

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.:	110400
Funding Acct. Number(s):	110600
Funding Acct. Title(s):	Office for Student Affairs
Employment Type:	Regular F/T
Project Number: (For grant funded positions only)	NA
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

8/4/2009-Budgeted position.

8/3/2009-Please correct the "Dates of Employment-From" and "Dates of Employment-To".



3/18/2008-Funding requirements notated 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:**

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*Date*                      *Employee Signature*

**Human Resources  
Department:**

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*Date*                      *Human Resources Representative*                      *Title*