

## 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                      Laretta  
Employee Last Name                        Byars  
Employee UIN                                315002193

### Position Title

Classification title:                        Vice President for Student Affairs and Institutional Relations  
Title Code:                                 9146  
Job Category:                                Staff

FLSA:

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:

Proposed New Title:  
Use only if '0000-Unclassified' was selected on  
previous page.

PIN #:                                        04649  
If PIN # does not exist, please type in NEW.

Final Approved Salary:

Job Category:                                Staff

Pay rate:

College/Division or Department: Student Affairs & Institutional Relations

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)

The Vice President for Student Affairs and Institutional Relations provides administrative oversight to a range of services, activities, and programs that promote student learning and development and enhances the visibility of the University to all stakeholders and the community at large. Administratively, the position is responsible for the following service areas within the Division: Student Activities and Leadership, Disability Services, Intramurals, Career Services, Multicultural Affairs, Governmental Affairs, Equal Opportunity and Affirmative Action, Student Conduct, Chapel, Service-Learning and Public Relations.

Minimum Education Requirements: PhD/EdD

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:

Participation in professional associations related to job responsibilities.

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 of experience working with students and community in a higher education setting.

Preferred Experience Requirements:

Previous experience in a relevant managerial or student affairs capacity with increasing levels of responsibility; demonstrated leadership, communication and interpersonal skills; evidence of successful development and implementation of major new initiatives within higher education or other relevant environments; evidence of ability to manage resources effectively and identify and where appropriate, external resourcing opportunities; evidence of a clear understanding of the challenges facing students in undertaking higher education programs; evidence of an understanding of the policy context relating to various student support requirements in higher education; evidence of ability to relate well to diverse populations--students, faculty, administrators, community members, alumni, politicians, representatives from civic, social and political organizations.

Required Computer/Software Skills: MS Office Suite

Drivers license

Other Required Skills: Telephone skills  
Interpersonal 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).)

Department: Presidents Office

Creator: Mary Smith

Creator's Phone/Extension: 2111

Creator's PVAMU Email: mesmith@pvamu.edu

Supervisor's Name: George C. Wright

Supervisor's Title: President

Supervisor's Phone/Extension: 2111

Supervisor's PVAMU Email: gcwright@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) Hodge, Mary Lee  
Smith, Mary

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
40	Hire, train, supervise and provide administrative leadership to staff in Student Affairs, Public Relations, Governmental Affairs, Affirmative Action and Multicultural Affairs.	Essential
20	Provide administrative leadership to several committees within the university and interact with deans, administrators and students in achieving institutional goals. Chair or co-chair the following committees: Service Learning Planning Committee, Women's Leadership Council, Community Cleanup, Humanitarian Award, NCAA Subcommittee, Arts and Culture and the Continuing Education Committee.	Essential
20	Serve as a member of the President's Leadership Team. Consult with the President, Provost and other Vice Presidents on issues as they arise that impact the university community. Represent the University to the public by participating in meetings, conferences, workshops across the state and beyond.	Essential
10	Community Outreach. Represent the university by working with local churches, schools, community organizations in solving some of the communities' most critical needs.	Essential
10	Other duties as assigned including serving as the Accountable Property Officer and will perform all duties as required.	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 unpleasant elements.
Briefly describe examples of the typical work environment:	Office
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:	Walking across campus sometimes carrying materials to be disseminated at meetings.
Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.):	8-5 Monday through Friday
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>	Attendance at meetings at System, State, Governmental Agencies and Professional Conferences.
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:	Monthly to attend meetings.
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 (4-6 hours) Telephone (2-4 hours)

**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:

In collaboration with the staff the Vice President develops the goals and objectives for the office.

**Impact of Decisions: Outside Department:**

Major

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

Service Learning committee, chaired by this Vice President, determined that each student should have at least one service learning experience prior to their graduation.

**Impact of Decisions: Outside University**

Major

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

The Community Clean-up involves the university community as well as the local community. It engages over a thousand students, faculty, staff, community leaders and business representatives.

**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: 12

List number of students that indirectly report to this position: 15-20

List number of employees that indirectly report to this position: 14

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.

Contacts with Texas Campus Compact, Waller Economic Development Council, Entergy Foundation, Department of Justice, The National Student Exchange Program and the PVAMU Capital Campaign Committee. Contacts with Student Affairs Vice Presidents from all system schools and other institutions of higher education.

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:

Writing grants for external funding.

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.

Oversee the budgets for the Office of Student Affairs and Institutional Relations which total over 1 million dollars. Work with the staff to determine the budgets and expenditures. Meets with the President and CFO during budget hearings to present budget recommendations. Approves all expenditures and works with staff to make sure all policies and procedures are followed regarding the expenditure of funds.

#### **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

Executive (examples: chief executive officer, controller, vice

right, AND (2) check all boxes applicable for the selected category below.

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.:	110100
Funding Acct. Number(s):	110400
Funding Acct. Title(s):	VP Student Affairs & Institutional Relations
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: 2/19/2008-Please correct the Dates of Employment "From/To"  
(For Budget/OSP Office Only) 8/22/2007-budgeted position.

**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*