

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 Don
Employee Last Name Byars
Employee UIN 315001540

Position Title

Classification title: Associate Provost
Title Code: 9145
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 #: 04620
If PIN # does not exist, please type in NEW.

Final Approved Salary:

Job Category: Staff

Pay rate:

College/Division or Department: Academic Affairs-Enrollment Management

Location: Memorial Student Center, Rm. 315

Primary Purpose of Position
Provides top level leadership, budgeting, professionalism, staff training opportunities and maintain high performance standards for each units of responsibility.

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

Minimum Education Requirements: Master's Degree

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: This manager must stay abreast of the latest trends and Best Practices in the field of Enrollment Management by attending Conferences, Workshops, Institutes and TAMU System Seminars to continuously learn about issues related to demographic shifts and Best Practices.

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.

7 plus years of experience in higher education. Proven organizational and enrollment management skills in higher education.

Preferred Experience Requirements: 10 to 12 years experience in higher education.

Required Computer/Software Skills: MS Office Suite

Other Required Skills: Ability to organize and implement processes that attract and enroll students. Experience in working with all segments of a university community and with external community.

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: Enrollment Management

Creator: Brenda D. Anderson

Creator's Phone/Extension: 936-261-2175
 Creator's PVAMU Email: bdanderson@pvamu.edu
 Supervisor's Name: E. Joahanne Thomas-Smith
 Supervisor's Title: Provost and Senior Vice President for Academic Affairs
 Supervisor's Phone/Extension: 936-261-2175
 Supervisor's PVAMU Email: ejthomas-smith@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) Anderson, Brenda
Anderson, Ella

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

Department Comments:

Job Duties

Percent of Duty Total: **100**

6 Records

% of Time	Responsibility / Duty	Essential Function
40	Responsible for the recruitment of undergraduate and graduate students by developing and using Best Practice strategies for meeting assigned goals and objectives; monitor and ensure that all direct reporting units are compliant with National Collegiate Athletic Association rules, regulations and policies and all applicable university policies and procedures.	Essential
15	Representing the university by attending major and minor on/off campus functions that raise the awareness of Prairie View A&M University to prospective students, parents, alumni and friends about academic and special program offerings.	Essential
15	Provide oversight and planning for Directors and other Unit Managers throughout Enrollment Management.	Essential
10	Develop and continuously enhance the Enrollment Management Strategic Plan.	Essential
10	Provide oversight for overall internal and external policies and procedures affecting the delivery of programs and services to Enrollment Management.	Essential

- 10 Identify, develop and implement institutional retention strategies, serve on University-wide Committees, other duties as assigned by the Provost to include property inventory management (see supplemental documentation). 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: Work is performed in a 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: Employee carries out work assignments in individual office. Visitors to the office varies from light to heavy. Standing activities would include presentations at meetings or workshops. Occasional light lifting of resource materials.
- Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.): 8:00 to 5:00 p.m., M-F
- 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.)** Participates in various evening/weekend activities related to admission and recruitment.
- 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: Travel to participate in recruitment at High Schools and Community Colleges, conferences, and workshops.
- 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 50%
Xerox 5%
Cisco IP Phone 105

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: This position serves as the final authority on all Enrollment Management travel, personnel hiring, staff disciplinary actions, policy changes affecting student Admissions, Registration, Orientation and Recruitment.
- Impact of Decisions: Outside

Department: Major

For this position, briefly describe examples of typical and key decisions that have impact outside the department: Enrollment Management cuts across all institutional departments, and individual colleges and the Graduate School. Collaboration, partnerships, communication and coordination in the delivery of programs and services is a necessity.

Impact of Decisions: Outside University Major

For this position, briefly describe examples of your typical and key decisions that have impact outside the University: Enrollment Management bears the responsibility for written communicating to a wide variety of constituents and must ensure timely and accurate dissemination of data to students/parents, the Coordinating Board (CB) and other external agencies upon request.

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: 4

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

List number of employees that indirectly report to this position: 29

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

- Recruits, screens, and interviews candidates
- Conducts training of others
- Conducts performance appraisals
- Recommends candidates for hire
- Assigns tasks or responsibilities to others
- Monitors work performance
- Administers disciplinary action
- Approves salary actions

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. Regular contact is made with all college undergraduate deans, the Dean of the Graduate School, Department Heads, Directors, students, parents and TAMUS Administrator's.

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: Planning and Coordinating Activities for determining Enrollment Growth and Retention Initiatives.

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. Participates in annual budget review process for Enrollment Management. Signature authority for unit. Accounts responsible for are:

- 110606 Call Center 71,312.00
- 170607 Enr Mng 590,549.00
- 180502 Stu Enr Mngmt 52,297.00
- 180608 R & R 45,751.00
- 180605 Stu Enr Mmt 539,657.00
- 222192 Stu Enr 15,000.00
- 222281 Stu Enr 60,000.00
- 223000 Stu Orien. Fee 86,157.00
- 223001 Stu Orien. Fee 1,100.00
- 226650 Registrar's 60,366.00
- 226651 Records Proc Fee 305,815.00
- 226652 Appl Fees 66,998.00

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.:	110500
Funding Acct. Number(s):	180500 00000
Funding Acct. Title(s):	VP-Academic 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
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Budget Comments:
(For Budget/OSP Office Only)

Funding account information required. 4/27 - Funding information provided. Position is currently budgeted at \$101,837 (da).

10/26/2009-Budgeted position. Note: Added term per the BPP Budget Module.

Work Load

No Records Found

Approvals:

Date *Employee Signature*

***Human Resources
Department:***

Date *Human Resources Representative* *Title*