

## 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                      Willie  
Employee Last Name                      Trotty  
Employee UIN                                102008114

### Position Title

Classification title:                      Vice President for Research and Development  
Title Code:                                 9262  
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 #:                                        03650  
If PIN # does not exist, please type in NEW.

Final Approved Salary:

Job Category:                              Staff

Pay rate:

College/Division or Department: Research and Development

Location: Drew Complex  
Room 205

Primary Purpose of Position  
The Vice President is responsible for planning, implementing and assessing strategies to foster the further development of major strategies and multi disciplinary research and to enhance research administration. Coordinates the planning, implementing and assessment of strategies to foster development of Institutional Advancement.

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

Minimum Education Requirements: Terminal 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: Grants management, proposal development and Federal and State principles of compliance and certification.

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.

Preferred Experience Requirements: Ph.D. Degree and eligibility for appointment to an academic department.

Required Computer/Software Skills: MS Office Suite

Other Required Skills: Experience in research administration, grant management and institutional advancement. Knowledge of research and development policies and procedures.

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 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
30	Supervising the Director of Alumni Affairs, the Director of Development, the Director of Research and the Directors of selected research centers.	Essential
20	Planning, implementing and assessing strategies to foster major strategic and interdisciplinary research.	Essential
20	Promote constructive interaction among colleges, existing and emerging research consortia identifying research and sponsored programs priorities.	Essential
20	Serves as University spokesperson and advocate for research, sponsored programs and development.	Essential
10	Performs other duties as assigned. Will serve as the Accountable Property Officer for the Office of Research and Development and will perform all responsibilities 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: Writing and developing policy. review grants and proposals.

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. **(All positions may require some evening and weekend hours.)** Attendance at A&M System meetings and legislative meetings. Will need to travel to meetings and be available at any time for requests from these outside entities.

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: Will need to attend monthly meetings with system officials and governmental officials regarding research and grant funding opportunities.

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: Personal Computer (6-8 hours)  
Phone (2 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: Works with the department on alumni issues, research and development issues. Advises staff on general work guidelines

Impact of Decisions: Outside Department: Major

For this position, briefly describe examples of typical and key decisions that have impact outside the department: Works with departments related to research and development. Helps develop proposals for funding requests.

Impact of Decisions: Outside University	Major
For this position, briefly describe examples of your typical and key decisions that have impact outside the University:	Reports and proposals are submitted in a timely manner to reporting agencies. Ensures compliance with applicable policies and local, state and federal requirements.
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
<b><u>Click Here</u></b> for definitions.	
List number of students that directly report to this position:	0
List number of employees that directly report to this position:	10
List number of students that indirectly report to this position:	5
List number of employees that indirectly report to this position:	10
If this position supervises others, check the activities listed that are a part of this position's supervisory responsibilities:	<ul style="list-style-type: none"> <li>Recruits, screens, and interviews candidates</li> <li>Approves candidates for hire</li> <li>Conducts training of others</li> <li>Conducts performance appraisals</li> <li>Recommends salary actions</li> <li>Recommends termination of employees</li> <li>Recommends candidates for hire</li> <li>Assigns tasks or responsibilities to others</li> <li>Monitors work performance</li> <li>Administers disciplinary action</li> <li>Approves salary actions</li> <li>Approves termination of employees</li> </ul>
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 all departments, alumni, community, Texas A&M University System Administration, Texas A&M Board of Regents, Governmental Regulatory Boards, Representatives and Senators.
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:

Responsible for all grant/research requests to agencies for support.

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.

Approves all budgets for alumni relations, development and research. Works with the directors in establishing the budget needs for this unit.

#### **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).

Executive:

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:	09/01/2006
Dates of Employment - To:	08/31/2007
Ad Loc. Acct. No.:	110100
Funding Acct. Number(s):	110800
Funding Acct. Title(s):	VP for Research and Development
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: (For Budget/OSP Office Only)	8/27/2007-Please include multiple funding sources.

#### 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*