**Associate Vice President Standard Job Description**

**Classification Title:** Associate Vice President

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Associate Vice President, under general direction, Directs division and departmental operations, initiatives, and activities. Oversees the division’s business or other major functional areas activities.

**Essential Duties and Responsibilities:**

**40% Leadership and Strategic Planning**

* Leads divisional and departmental projects, programs, initiatives, and operations.
* Assists the Vice President in division administration.
* Advises the Vice President on internal and external issues affecting division operations.
* Serves as a member of the divisional leadership team.

Directs the development and implementation of the division's strategic plan.

* Establishes division goals and objectives.
* Represents the Vice President, division, and University both internally and externally.
* Assumes additional supervisory and management responsibilities in the Vice President’s absence.

**20% Budget and Resource Management**

* Develops, administers, and advises the Vice President on the annual budget process.
* Provides guidance to division units on budget-related matters.
* Identifies funding opportunities for division programs and initiatives.

**10% Continuous Improvement and Policy Oversight**

* Directs and assesses continuous improvement efforts within the division.
* Drafts and administers relevant University policies, regulations, and rules.
* Monitors and analyzes state and federal legislative issues.

**10% Collaboration and External Relations**

* Collaborates with internal and external entities to facilitate initiatives.
* Coordinates special projects as assigned by the Vice President.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or any equivalent combination of training and experience.

**Required Experience:**

* Ten years of progressively responsible management experience, including some supervisory experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Oral and written communication skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[ ]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**