**Assistant Vice President Standard Job Description**

**Classification Title:** Assistant Vice president

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Assistant Vice President, under general direction, develops, oversees, and directs division and departmental projects, programs, initiatives, and/or activities on behalf of the executive staff. Oversees the business-related activities of one or more departmental units and manages compliance activities. Supervises subordinate staff.

**Essential Duties and Responsibilities:**

**30% Departmental Project and Program Oversight**

* Develops, oversees, and directs departmental projects, programs, initiatives, and/or activities on behalf of the executive staff.
* Works with various internal and external entities to facilitate initiatives, and coordinates special projects as assigned by the Vice President.
* Oversees and effectively administers departmental programs. May research and identify funding opportunities for programs.

**20% Administrative and Strategic Planning Support**

* Assists the Vice President in the day-to-day administration of the division.
* Advises and provides recommendations to the Vice President on a variety of internal and external issues affecting department operations.
* Represents the Vice President, department, and University on various internal and external Committees, and makes presentations as needed.
* Participates in the development and implementation of the department’s strategic plan.
* Establishes and implements short and long-term goals, objectives, policies, and operating procedures.

**10% Policy Development and Continuous Improvement**

* Administers, drafts, and makes recommendations for relevant policies, regulations, and rules.
* Evaluates the effectiveness of departmental operations and implements organizational and/or programmatic changes as necessary to maintain effective and compliant programs.
* Coordinates and assesses continuous improvement efforts.
* Develops communication processes within the department to provide clear guidance and solutions.

**10% Budget and Financial Oversight**

* Develops, administers, and advises the Vice President and all offices reporting to the Vice President on the annual budget process.

**5% Legislative and External Coordination**

* Provides guidance, monitoring, and analysis of state and federal legislative and leadership issues and coordinates such activities of the department.

**5% Supervision and Staff Development**

* Trains and supervises subordinate staff.
* Assumes additional supervisory and management responsibilities in the Vice President’s absence.

**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.
* Knowledge of higher education.
* Oral and written communication skills.
* Demonstrated ability to work effectively with others across a range of fields and perspectives on behalf of the university.

**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/)**.**

[x]  **Yes**

[ ]  **No**

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

[ ]  **Yes**

[x]  **No**