SVP - Chief Administration Officer

HEJ higheredjobs.com/search/details.cfm

Type: Full-Time
Salary: $230,000 per year
Posted: 10 days ago
Application Due: 03/13/2026
Category: Other Executive;

Security Sensitive Position?: Yes

Hours of Work: 8am-5pm

Posting Number: TSU203654

Official TSU Title: SVP - Chief Administration Officer

Grant Title: SVP - Chief Administration Officer

Job Description Summary / TWC Summary

Texas Southern University (Texas Southern) is entering a defining era of renewal, one that demands bold imagination, precise execution, and uncompromising excellence. Under the leadership of President Vice Admiral J.W. Crawford III, the University is transforming into a high-velocity, high-performance organization distinguished by operational mastery, academic innovation, and institutional integrity.

The Chief Administration Officer (CAO) will be the President's chief architect in this reimagination. This role is not administrative in the traditional sense; it is catalytic. The CAO will be entrusted with steering the rebuilding, re-engineering, and reimagining of the University's operational core to ensure that Texas Southern becomes a highly competitive and sought-after destination for faculty, students, and partners alike.

The CAO will marshal the systems, people, and intelligence of the University toward one clear aim: to make Texas Southern University a national exemplar of organizational discipline and academic distinction. This leader will command both strategy and execution, integrating institutional planning, financial discipline, data architecture, technology, and human capital into a single, agile ecosystem that enables innovation at speed and scale.

Essential Duties Summary

Strategic Transformation and Institutional Reimagination

- Serve as the chief driver of the President's vision to transform Texas Southern into a high-velocity organization grounded in precision, accountability, and relentless improvement.
- Lead a comprehensive modernization of systems, processes, and institutional structures to enhance efficiency, speed of execution, and strategic coherence.
- Architect a reimagined administrative framework that integrates financial planning, data analytics, human resources, and technological infrastructure into a unified platform for decision-making and growth.
- Institutionalize a culture of strategic curiosity and disciplined innovation, ensuring every division contributes to the University's forward motion.
- Design scalable models that improve cost efficiency while elevating quality of service, faculty engagement, and student experience.

Operational Mastery and Capability Building

- Redefine administrative excellence by building agile, accountable, and analytically fluent teams that execute with precision and purpose.
- Lead the creation of performance intelligence systems that translate data into actionable insight across operations, finance, enrollment, facilities, and academic support.
- Establish operational command structures that foster synchronization, facilitate rapid-response decision-making, and promote continuous learning.
- Deploy methodologies to identify inefficiencies and drive measurable gains in throughput, resource optimization, and institutional effectiveness.
- Oversee the alignment of budgets, capital projects, and workforce planning with the University's strategic and academic priorities.

Innovation, Technology, and Digital Integration

- Spearhead is a digital transformation agenda that positions Texas Southern University as a leader in AI-infused higher education operations.
- Integrate advanced data analytics, automation, and predictive modeling to enhance institutional agility and forecasting accuracy.
- Partner with academic, research, and external stakeholders to design innovation ecosystems that attract top talent, new resources, and strategic partnerships.
- Advance a future-ready technology infrastructure that enhances learning, administrative efficiency, and global engagement.

Leadership, Culture, and Institutional Alignment

- Serve as the President's strategic enforcer, translating intent into execution across all levels of the institution.
- Model a culture of integrity, discipline, and performance that permeates every division and function.
- Build leadership capacity at all levels, ensuring each senior leader aligns their unit's goals to institutional outcomes.

- Lead with a posture of service and collaboration while maintaining the rigor and cadence of a high-performing enterprise.
- Communicate vision and purpose with clarity, reinforcing the President's expectations of accountability and excellence in achievement.

% FTE: 1.0

Hiring Range: 230,000

Education

Terminal degree required (Ph.D., Ed.D., J.D., D.B.A., or equivalent).

Required Licensing/Certification

NA

Knowledge, Skills, and Abilities

Knowledge of:

- Knowledge of applicable legislation, standards, policies, and procedures within specialty area.
- Knowledge and understanding of institutional policies and procedures and the regulatory environment within which they operate.
- Knowledge of alternative fundraising programs, methods, and techniques.
- Knowledge of the goals, objectives, structure, and operations of a major public university.

Skill in:

- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
- Strategic planning skills.
- Examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Proven ability to make administrative/procedural decisions and judgements.
- Excellent oral and written communication skills as well as interpersonal
- Employee development and performance management skills.

Ability to:

- Perform complex tasks and prioritize multiple projects.
- Gather data, compile information, and prepare reports.
- Investigate and analyze information and draw conclusions.
- Communicate effectively, both orally and in writing.
- Analyze and solve problems.
- Create, compose, and edit correspondence and other written materials.

- Supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.

Work Experience

Work Experience

- Minimum of 15 years of progressive executive experience in higher education, public administration, the military, or a complex enterprise with comparable scale and mission breadth.
- Proven record of organizational transformation, modernizing systems, elevating culture, and driving measurable institutional improvement.
- Expertise in operational design, data architecture, fiscal stewardship, and large-scale program execution.
- Demonstrated experience in integrating technology, finance, and human systems to drive institutional performance.
- Evidence of exceptional judgment, diplomatic acumen, and the ability to navigate politically sensitive and high-stakes environments.
- Unwavering commitment to the mission and legacy of Historically Black Colleges and Universities and the public good they represent.
- Ability to maintain the security or integrity of critical infrastructure, which may include communications systems, computer networks and systems, cybersecurity systems, electrical grid, hazardous waste treatment or water treatment system.

Leadership Competencies

- Commands the entire system, not its fragments; anticipates and positions for long-range institutional advantage.
- Converts complex vision into operational precision; imposes rhythm, metrics, and accountability.
- Draws inspiration from the best of academia, the military, and the private sector to forge new models of institutional performance.
- Rebuilds institutional DNA around trust, speed, and measurable outcomes.
- Commands respect through intellect, clarity, and conviction.
- Uses data as a strategic asset by understanding how information, processes, people, and technology intersect to drive results.
- Balances collegial leadership with the decisiveness required to sustain momentum.

Leadership Attributes

- Visionary thinker grounded in disciplined execution.
- Institutional engineer with a bias for action, velocity, and precision.
- Servant leader who drives results without ego, uniting teams through clarity of purpose.
- Strategic integrator capable of seeing the unseen connections between mission, money, and momentum.

- Uncompromising in pursuit of excellence, accountability, and truth.

Working/Environmental Conditions

Prolonged standing and/or walking.

Handling light-weight objects.

Using or carrying equipment.

UA EEO Statement

It is the policy of Texas Southern University to provide a work environment that is free from discrimination for all persons regardless of race, color, religion, sex, age, national origin, individuals with disability, sexual orientation, or protected veteran status in its programs, activities, admissions or employment policies. This policy of equal opportunity is strictly observed in all University employment-related activities such as advertising, recruiting, interviewing, testing, employment training, compensation, promotion, termination, and employment benefits. This policy expressly prohibits harassment and discrimination in employment based on race, color, religion, gender, gender identity, genetic history, national origin, individuals with disability, age, citizenship status, or protected veteran status. This policy shall be adhered to in accordance with the provisions of all applicable federal, state and local laws, including, but not limited to, Title VII of the Civil Rights Act. **Manual of Administrative Policies and Procedures**

Close Date: 03/13/2026

Open Until Filled (overrides close field): No

Special Instructions to Applicants

Open to all applicants.
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