

EXECUTIVE OFFICER - NEW ENGLAND LAND-GRANT UNIVERSITIES

Function of Job:

Under administrative review of the Council of Presidents of the New England Land-Grant Universities, to be responsible for encouraging, facilitating and promoting communication, cooperation and collaborative projects among administrative and faculty groups at the six institutions.

Characteristic Duties and Responsibilities:

1. Develop and carry through the initiatives of the Council of Presidents and the Council on Academic Affairs, arranging their meetings, preparing agendas in consultation with group chairs, preparing meeting notes, and providing for appropriate follow-up.
2. Assist in defining the interests and objectives of the New England land-grant universities by providing viewpoints on the institutions, regional and national developments.
3. Promote greater institutional effectiveness by convening and coordinating periodic peer meetings of key administrators from the New England land-grant universities, as well as meetings of specialized groups to work on specific topics of interest.
4. Be responsible for managing office operations and budgets.
5. Develop, coordinate and conduct inter-institutional research in such areas as admissions/enrollments, administrative salaries, and degree production by various university programs.
6. Promote, develop, or assist in the development of regional projects and related grant proposals.
7. Respond to inquiries and proposals for regional initiatives and allocate funds for their support.
8. Monitor progress of various regional efforts supported or endorsed by the Council of Presidents.
9. Plan and conduct conferences/workshops, and represent the Council of Presidents in various regional and national forums.
10. Travel to campuses to meet with key personnel to discuss and encourage their aspirations for greater inter-institutional/regional cooperation.
11. Supervise development and distribution of publications/press releases.
12. Coordinate and oversee arrangements for the annual meeting of Yankee Conference Presidents, occasionally undertaking projects on behalf of the Conference.
13. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Ph.D. degree with at least ten years in higher education, including 5 years of supervisory experience.
2. Excellent communications skills, both oral and written.
3. Skills and experience in small group leadership, program evaluation, and professional/organizational development.
4. Ability and willingness to travel.

6/12/91

System Approval

6/12/91

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.