

Baptist University of the Americas
JOB DESCRIPTION

TITLE: Special Assistant to the President for Academic Success Excellence

DEPARTMENT: Office of the President

REPORTS TO: University President

SUPERVISES: Office Admin

CREATED:

UPDATED:

STATUS: Exempt

BASIC FUNCTION: The Special Assistant to the President develops, coordinates, and implements a broad range of high-level projects aligned with institutional goals and President-initiated activities. The Special Assistant to the President provides high-level administrative support to the President and is a member of the President's senior staff team.

RESPONSIBILITIES/TASKS:

NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.

1. Provides executive level support to the President with regard to events, partnerships, etc.
2. Works with the Office of the President's team, planning agendas and overseeing follow-up as needed on projects.
3. Works closely with Executive Admin on Board of Trustees documents as well as ensuring priority initiatives and projects are executed
4. Provides leadership in regard to the Strategic Plan process.
5. Participates with the President and other program directors and coordinators in institutional planning, policy development, and problem resolution
6. Develops, implements and oversees professional administrative processes to ensure optimal functioning of the President's Office, helping to define and prioritize President's time
7. Develops partnerships with the appropriate individuals on campus to support the creation of successful programming to engage students, faculty, and staff in meaningful and rewarding ways to build and foster the university's culture and collaboration goals.
8. Research best practices relating to learner center and academic excellence efforts as well as creating mentorship and internship opportunities for students, staff and faculty.

9. Responds to routine inquiries as delegated by the President
10. Reviews and researches new or revised policies and strategies impacting the institution, and prepares reports and other communications on behalf of the President
11. Reviews internal and external correspondence and drafts responses for the President's approval and signature
12. Liaisons with members of the President's Cabinet, Faculty Senate, Staff Council and Student Government leadership, and external constituencies on the President's behalf to support and advance university goals and objectives
13. Supports the President in dealing with faculty, staff, and student issues
14. Working with the Executive Administrative Assistant to the President, manages requests for the President's participation/attendance at special engagements
15. Assists President by preparing and reviewing briefings for community events, scheduling meetings with external groups and managing follow up from events
16. Ensures briefings and agendas are prepared for meetings and events with external groups
17. Follows up with internal and external constituents on matters impacting the President
18. With support from Advancement and University Relations, prepares presentations, reports and remarks for advisory councils and boards. Includes final review of materials and presentations for special projects needed for dissemination internally and externally
19. Plans, schedules, and coordinates visits to federal, state, and local government offices, including identifying key government community leaders with whom the President should meet and develop briefing materials ensuring follow-up to the visits
20. Assists President by preparing and reviewing briefings for community events, scheduling meetings with external groups and managing follow up from events
21. Keeps the President apprised of federal/state/local issues that are likely to affect the University
22. Work successfully as part of a team and responsible for developing then maintaining strong working relationships with co-workers.
23. Attend and participate in staff meetings and training as required.
24. Perform special assignments, projects, and other duties as required

Numbers 1-13 are considered Primary Duties for this job.

POSITION EXPERIENCE & ABILITIES:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. Preferred doctoral degree in Education/Higher Education or related field
2. Five years of experience in higher education administration (public/private)
3. Extensive experience with strategic program development and implementation, evaluation and reporting, and building community educational partnerships
4. Experience leading and facilitating collaborative work across university divisions, departments, academic programs, and diverse communities
5. Experience working and building collaborative partnerships with a broad range of organizations including public agencies, K-12, non-profits, community-based, business, governmental, and national organizations
6. Ability to strategically plan and serve as a catalyst for organizational change, cultivate a shared vision with others, and motivate others to transform vision into action
7. Leadership approach must be student-centered, collaborative and focused on data-informed decision-making
8. Ability to practice a high level of diplomacy, significant experience interacting with representatives of federal and state funding agencies, Texas Education Agency (TEA) accreditation guidelines, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the Texas Education Coordinating Board (THECB) and Association for Biblical Higher Education (ABHE) system-wide offices, university and college presidents, and national educational associations to build regional, statewide, and national networks
9. Ability to conceptualize, plan, and bring to fruition high-stakes initiatives with support by diverse stakeholders (i.e. faculty, executive leadership, staff, students, and community)
10. Ability to prioritize and execute a wide range of projects simultaneously and produce various reports for key university and community constituency groups
11. A sophisticated knowledge of institutional capacities and challenges of a Baptist University campus and Hispanic Serving Institution (HIS)
12. Working knowledge of the U.S. Department of Education and International Relations Study-Abroad Programs

POSITION CRITICAL SKILLS:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. **Project/Program Management**: Effectively direct and integrate all aspects of a project or program; ensure that work progresses toward achieving goals and objectives.
2. **Self-management**. Demonstrate self-control and an ability to manage time and priorities. Make sound decisions even under pressure.
3. **Planning and Organizing**. Establish a course of action for oneself and/or others to accomplish specific goals. Plan proper assignments in order to appropriately allocate available resources.
4. **Leadership**. Create and communicate a clear a vision/goal, gain alignment with appropriate stakeholders, and foster a supportive climate that will achieve the desired results.
5. **Communication**. Clearly express ideas, either verbally or in writing, to include but not limited to grammar, organization, and structure. Communicate cross-culturally among various cultures.
6. **Research**. Effectively identify, collect, organize, and document data and information in ways that make the information most useful for subsequent assessment, analysis, and investigation.
7. **Willingness to Learn**. Promptly assimilate and apply new job-related information and skills.
8. **Creative & Innovative Thinking**. Develop innovative ideas that provide solutions to all types of workplace challenges by adapting traditional or devising new approaches, concepts, methods, models, designs, processes, technologies, and/or systems. Demonstrate a willingness to take fresh perspectives and risks in his/her thinking and seeking out fresh ideas from a wide variety of sources.
9. **Ethics & Integrity**. Consistently earn the trust, respect, and confidence of coworkers and students through consistent honesty, forthrightness and professionalism in all interactions, including meeting commitments and promises.

POSITION CRITICAL BEHAVIORS:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. **Team Player**. Work effectively with others in the organization and outside the formal lines of authority (i.e., peers, students and senior leadership, and the like) to accomplish organizational goals and to identify and resolve problems. Includes considering the impact of your decisions on others.
2. **Critical Thinking**. Demonstrate the ability to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information as a guide to belief and action
3. **Bias for Action**. Exhibit the propensity to act or decide without customary analysis or sufficient information to achieve critical goals or objectives. Includes responsible risk-taking.
4. **Self-Starter**. Demonstrate initiative to take action to achieve goals beyond what is necessarily called for. Includes the ability to work in a less structured environment.
5. **Customer Service Orientation**. Make efforts to listen to and understand the customer (both internal and external), anticipate customer needs and give high priority to customer satisfaction.

6. Self-Confidence. Demonstrate initiative, confidence in oneself, resiliency and a willingness to take responsibility for personal actions. Have the courage to voice views that are unpopular
7. Thoroughness. Demonstrate the ability to balance an attention to detail with the cost and benefit of doing so.
8. Adaptability. Maintain effectiveness in varying environments, tasks and responsibilities, or with various types of people. Stay agile in the face of change.

BAPTIST UNIVERSITY OF THE AMERICAS VALUES:

NOTE: Baptist University of the Americas follows Christ-centered values administered with professional excellence. Organizational values are critical because they define Baptist University of the Americas (BUA) personality and provide our employees clarity about how to behave.

1. Core Values. Our Core Values are behavioral traits that are inherent in BUA; they are:
 - a. Christ –Centered (Self-sacrificing, forgiving and Biblical)
 - b. Baptist (in identity, and foundation)
 - c. Holistic in our teaching and learning (dedicated to the mission and purpose of BUA in higher education.
 - d. Integrity (with our responsibility and respect toward others)
 - e. Cross-Cultural Competency
 - f. Hospitality (providing customer service, internally and externally)
 - g. Community
 - h. Servant Spirit (humble, treat others with respect, put others first, team player); and
 - i. Passion-driven (dedicated to the mission and purpose of BUA as exhibited by perseverance, reliability, and hard work)
2. Expected Values. BUA also holds all employees accountable for those traits which represent minimum behavioral standards: Honesty, Integrity, Respect for Others, Hardworking, Fair-minded, Accountable, and Responsible.

NOTE: Baptist University of the Americas complies with all the employment provisions of the Americans with Disabilities Act.

The purpose of Baptist University of the Americas job descriptions is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

I acknowledge receipt of this job description.

I acknowledge that I have read this job description and any questions or concerns have been asked and answered to my satisfaction. I acknowledge that I can perform all of the essential functions of this job. I acknowledge that I thoroughly understand the requirements of this job.

Employee Signature

Date