

POSITION DESCRIPTION

EXECUTIVE DIRECTOR, BOARD OF REGENTS, REGIONAL UNIVERSITY SYSTEM OF OKLAHOMA

Overview

The Executive Director is the chief executive officer of the Board of Regents of the Regional University System of Oklahoma (RUSO), governing University of Central Oklahoma, East Central University, Northeastern State University, Northwestern Oklahoma State University, Southeastern Oklahoma State University, and Southwestern Oklahoma State University. The Executive Director is accountable solely to the Board of Regents and is responsible for the management and administration of the affairs which are a direct responsibility of the Board. Maintaining effective communications with the Board members and university presidents and administrators is a fundamental responsibility of this position.

Primary Duties and Responsibilities

Administrative Support

The Executive Director is expected to:

- manage the Board's office and supervise the professional and clerical personnel who directly serve the Board;
- provide a full range of general administrative support to the Board and the Chair, including planning, preparation, and staffing for all Board and committee meetings as well as other events;
- develop with institutional administrators, agendas for meetings of the Board and committees; and
- create and administer the annual operating budget for the Board of Regents.

Governance Oversight, Support and Planning

The Executive Director is expected to:

- maintain a broad, high-level view of the RUSO universities and the Board's stewardship of them in order to effectively contribute to the work of the Board;
- facilitate effective governance through long-range planning, communication, and problem-solving regarding significant issues and challenges facing the Board;
- ensure that the Board's activities comply with all pertinent legal obligations;
- maintain and disseminate official records of all Board actions and serve as custodian of the corporate seal, minutes, archives, public records, and all supporting documents;
- execute or attest to, in the name of the Board, a broad range of documents necessary for the operation of the institutions; and

- act as a reliable source of knowledge pertaining to all policies and requirements of the Board.

External and Internal Liaison and Adviser

The Executive Director is expected to:

- serve as primary liaison between the Board and RUSO university administrations, working directly with the Regents and Presidents on a regular basis;
- serve as an ambassador of the Board, responding to communications and events on behalf of the Board and its members; and
- oversee the appropriate dissemination of information regarding Board actions, accomplishments, and activities, to include maintaining the Board of Regents' web pages, ensuring effective media relations, and providing internal institutional constituents with convenient access to needed information.

Qualifications

The Executive Director is expected to:

- possess a documented record of significant accomplishments, including experience related to governance, substantive service in relevant academic settings, or distinguished professional practice, and to possess an understanding of higher education issues, practices, and traditions; and
- have an earned master's degree, professional degree, or equivalent career experience in a relevant discipline, i.e., law, public policy, business, communications, higher education administration.

Additional competencies

The Executive Director is expected to:

- demonstrate leadership skills, a record of sound judgment, highly-developed communications skills, finesse, and diplomacy;
- possess a strong sense of intuition and political acumen with a talent for building effective interpersonal relationships at all levels as well as the ability to establish and maintain trusted partnerships and derive satisfaction from the success of others;
- exhibit high personal integrity and the ability to evoke confidence in others, maintain strict confidentiality in a variety of situations, sometimes using proprietary information to wisely advise others who do not have direct access to the information;
- have the ability to recognize big picture issues and trends and know when to alert Board members (individually and collectively) regarding developing issues as well as be proactive in anticipating potential flaws in process, policy, and relationships, and devising strategies to avert or repair them; and
- maintain a sense of order in complex and volatile situations, display flexibility and excellent customer service skills, and be highly organized with strong attention to detail and follow-through.