



POSITION DESCRIPTION

FOR THE POSITION OF
CHIEF OF STAFF



MAY 2020



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CONFIDENTIAL POSITION DESCRIPTION

POSITION	Chief of Staff
ORGANIZATION	The University of Texas at San Antonio
REPORTS TO	Dr. Taylor Eighmy, President
LOCATION	San Antonio, Texas
WEBSITE	www.utsa.edu

ROLE SUMMARY

The University of Texas at San Antonio (UTSA) seeks candidates to serve as Chief of Staff and to represent the interests and priorities of the Office of the President through management and integration of the President's initiatives, priorities, and objectives.

Reporting to President Taylor Eighmy and serving as a key member of the executive team, the Chief of Staff will have strong strategic and analytical skills and be responsible for driving key projects and initiatives with significant impact across the institution.

The Chief of Staff will be politically astute, with a high level of emotional intelligence, sound judgement, and a commitment to helping a team succeed. Engaging with a wide range of individuals both within UTSA and with local, state and national government figures as well as the members of the Board of Regents of the University of Texas System will require an executive with outstanding communications abilities and the ability to operate with the highest level of diplomacy.

This position provides an exciting opportunity for a proven leader to work collaboratively with the Provost and Senior Vice President of Academic Affairs and the Senior Vice President for Business Affairs on strategies and matters impacting UTSA, particularly on behalf of the President as necessary.

THE UNIVERSITY OF TEXAS AT SAN ANTONIO OVERVIEW

The University of Texas at San Antonio (UTSA) is a leading academic institution with aspirations to become a great multicultural discovery enterprise. Moreover, UTSA is a public Hispanic and urban-serving university specializing in health, cybersecurity, energy sustainability, and human and social development. With more than 32,000 students, it is the largest university in the San Antonio metropolitan region with four campuses across the city. UTSA is highly focused on student success, meeting the educational needs of many first-generation (approximately 45 percent of UTSA undergraduates), transfer, DACA, Dreamers, Veteran and international students. Additional information about UTSA can be found in the Fast Facts 2019 brochure, celebrating 50 years of growth and impact from 1969 – 2019 (<https://www.utsa.edu/about/doc/fastfacts.pdf>).

Mission Statement

The University of Texas at San Antonio is dedicated to the advancement of knowledge through research and discovery, teaching and learning, community engagement and public service. As an institution of access and

excellence, UTSA embraces multicultural traditions and serves as a center for intellectual and creative resources as well as a catalyst for socioeconomic development and the commercialization of intellectual property – for Texas, the nation and the world.

Vision

To be a premier public research university, providing access to educational excellence and preparing citizen leaders for the global environment.

PRESIDENT TAYLOR EIGHMY

Dr. Taylor Eighmy is the 6th president of The University of Texas at San Antonio. In addition, Eighmy serves as a member of the UTSA faculty as a professor with appointments in the College of Engineering’s department of Civil and Environmental Engineering, and the College of Sciences’ department of Environmental Science and Ecology. As an advocate for urban-serving public higher education, Eighmy is passionate about UTSA’s role in developing San Antonio’s knowledge economy by preparing future leaders and generating new knowledge that changes the world.

Eighmy brings a strong track record of advancing top research universities through strategic government collaborations, public-private partnerships and community engagement. Eighmy’s experiences as an administrative leader, researcher, inventor and professor influenced his perspective as a champion of student success, particularly regarding the impact of experiential learning and undergraduate research programs.

Soon after arriving at UTSA in the fall of 2017, President Eighmy launched a strategic planning process charting a course for the university to reach new levels of excellence over the next 10 years. The plan hinges on a vision of UTSA one short decade from now, rising to new heights as a model for student success and a great research university.

CURRENT ENVIRONMENT

UTSA is adjusting to the challenges and uncertainties impacting our country as well as globally due to the COVID-19 pandemic. Currently, the majority of its workforce is telecommuting, and instruction is being delivered online. Across the nation, universities are debating if, and how best, to resume on campus operations and instruction in the fall or to delay on campus activity in order to protect the health and safety of their communities. This uncertainty makes predicting fall enrollment—and revenue from tuition and fees—difficult. In addition, though the Texas economy is inherently strong, it is presently deeply impacted by the downturn in the oil and gas industry and the reduction in sales tax revenue. This, in turn, affects the general and education state funds on which UTSA relies. As a conservative measure, UTSA is planning for a 2.5% decline in tuition and fee revenue and a 10% reduction in state appropriation for this coming academic year. If these approaches turn out to be too conservative, our Incentivized Resource Management (IRM) principles allow us to adjust course.

The pandemic’s economic reverberations will likely continue through FY 2021 and at least the coming FY 2022–2023 biennium. While revenues are expected to be affected over the next three years, UTSA will remain focused on maintaining its positive institutional trajectory toward three strategic destinations:

UTSA will be a Model for Student Success

UTSA puts students first by cultivating an environment focused on their success. As a next generation Hispanic-thriving, multicultural institution where students from all backgrounds can excel, UTSA serves as a prosperity engine graduating world-engaged civic leader of tomorrow. UTSA will continue the dramatic momentum of the last decade to retain and graduate more students and will emphasize experiential learning and classroom-to-career educational opportunities.

UTSA will be a Great Public Research University

UTSA is on the fast track to becoming a nationally recognized research university, well on its way to attaining National Research University Fund (NRUF) eligibility and aiming for an R1 designation by the Carnegie Commission. These designations will position UTSA to align with members of the prestigious Association of American Universities. UTSA is an urban-serving university focused on driving San Antonio's knowledge economy, living out the notion that great universities need great cities and great cities need great universities.

UTSA will be an Exemplar for Strategic Growth & Innovative Excellence

UTSA will realize its full potential as a university by growing enrollment and infrastructure while focusing on innovation and continuous improvement. UTSA actively cultivates the excellence of its people and places an emphasis on increasing the diversity of its leadership and faculty in order to reflect the community it serves.



UTSA advances knowledge through research and discovery, teaching and learning, community engagement and public service. A Hispanic Serving Institution (HSI), the university embraces multicultural traditions and student success. It serves as a center for intellectual and creative resources as well as a catalyst for socioeconomic development and the commercialization of intellectual property—for Texas, the nation and the world. As part of President Taylor Eighmy's vision to make UTSA San Antonio's university of the future, the university is defining and executing strategies leading to National Research University Fund (NRUF) eligibility and an R1 (highest research activity) classification from the Carnegie Commission.

UTSA is ranked among the top six young universities in the United States and among the top 66 young universities in the world under 50 years old, according to Times Higher Education's prestigious Young University Rankings. UTSA is named the number one Hispanic Serving Institution in the nation by Bloomberg Businessweek and has the number one cybersecurity program in the nation according to a survey by Ponemon Institute. UTSA is ranked one of the “Best of the Best” U.S. universities for minorities, veterans, females, people with disabilities and the LGBTQ population by Hispanic Network Magazine. It is among an elite group of U.S. universities to earn the Carnegie Foundation’s Community Engagement Classification.



THE POSITION

The role of the Chief of Staff is to represent the interests and priorities of the Office of the President through management and integration of the President’s initiatives, priorities, and objectives. The job is fast paced and high functioning in a highly team-based and collaborative environment. The Chief of Staff will be responsible for planning and directing all administrative and operational activities for the Office of the President.

SPECIFIC RESPONSIBILITIES

- ▼ Serving as a key member of UTSA’s executive team—the Chief-of-Staff serves as an integral member of the President’s Cabinet and Resource Management Team, planning the agenda and overseeing follow-up as needed. Works closely with the Provost and Senior Vice President of Academic Affairs and the Senior Vice President for Business Affairs to collaborate on strategies and matters impacting UTSA, particularly on behalf of the President as necessary.
- ▼ Leads a variety of initiatives managed at the level of the Office of the President, working closely and in coordination with the Cabinet and senior leadership as needed. Especially provides independent analysis and removes barriers to ensuring priority initiatives and projects are executed and communicated to the campus community. Directs and oversees high-level projects and events initiated by the President and communicates progress to the President and executive team.
- ▼ Manages the Office of the President. Develops, implements, and oversees professional administrative processes and workflow to ensure optimum functioning of the President’s executive office. Manages President’s staff and plays a critical role in defining and prioritizing direction for allocation of the President’s time. Ensures all internal and external requests/inquiries are addressed properly, efficiently and judiciously and track progress until resolved. Maintains accurate confidential files and data records.
- ▼ Independently handles high level or sensitive concerns, and requests on behalf of the President. Leads the Issues Management Team, working closely with Legal, Compliance, Student Affairs, Strategic Communications, and the Police Department.
- ▼ Participates in key constituent meetings to guide strategy and policy to ensure appropriate responsive follow-up and accountability, and to facilitate resolution of matters requiring the President's attention.

- ▼ Serves as the President's liaison with the Senior Vice Presidents, Vice Presidents, Deans and other Senior Directors and Administrators, particularly on behalf of the President as necessary. Establish and maintain strong and highly collaborative relationships across the University and external constituents.
- ▼ Serves as the primary liaison to the UT System and the Texas Higher Education Coordinating Board for presidential matters.
- ▼ Represent the President both internally and externally at key events and meetings.
- ▼ Available after hours, due to the flexible and responsive nature of this position, for emergency situations or matters that arise.
- ▼ Ability to take on additional responsibilities or activities related to and assigned by the President.
- ▼ Is vested in the collaborative and team-based approach to leadership, ownership, accountability, outcomes and delivery at UTSA.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- ▼ Bachelor's degree from an accredited institution
- ▼ Ten years of professional, senior level experience in a large, complex, organizational or corporate headquarters
- ▼ Responsibility for driving key projects and initiatives with significant impact across the organization. Strong strategic and analytical skills
- ▼ Substantial work experience with the organization's chief executive, and senior management team
- ▼ Ability to effectively and simultaneously manage multiple high-priority projects within specified deadlines in a fast-paced, high-growth environment
- ▼ Ability to perform in a collaborative, dynamic, fast paced high growth team-based environment.
- ▼ High degree of integrity and a strong ability to work with a wide range of individuals in a diverse community.
- ▼ Must have excellent communication and interpersonal skills with a strong ability to influence people and decisions
- ▼ Ability and experience in applying and utilizing software and technology to develop creative solutions to effectively solve problems

PREFERRED QUALIFICATIONS AND EXPERIENCE

- ▼ JD, Master's Degree or Ph.D./Ed.D. (or equivalent) from an accredited university
- ▼ Experience providing senior executive level support or office management within an institution of higher education
- ▼ Previous Chief of Staff, Chief Administrative Officer, or similar level experience

LIVING IN SAN ANTONIO

San Antonio is the 7th largest city in the United States with a thriving economy based on Energy, Bioscience/Healthcare, Aerospace/Aviation, Military, Financial Services, Information Technology and Cyber, and Tourism. Even with San Antonio being one of the largest cities in America, it continues to maintain a comparatively affordable cost of living coupled with big city amenities.

San Antonio residents benefit from a mild climate that lends itself to year-round outdoor lifestyle. Residents also enjoy no state income tax and access to scenic pathways across the city to museums and art galleries, history, culture, performing arts, theme parks, family fun, dining and nightlife, festivals and events, shopping, and sports. It is recognized worldwide as the home of The Alamo and the Riverwalk. The city is celebrating growth and a rich, forward looking culture, and is a place of inclusiveness. In 2018, San Antonio celebrated the 300th anniversary of its founding by Spanish missionaries.

San Antonio provides an environment where professional satisfaction and career achievement are paired with optimal quality of life. It is a city that celebrates its rich heritage yet is progressive in embracing the future.

Being located in historic San Antonio, Texas, UTSA shares in and has a rich history of cultural diversity and a spirit of hospitality, making it an amazing environment in which to learn, discover, and grow.

For more information about the city, please visit:

- [The City of San Antonio](#)
- [Visit San Antonio](#)
- [San Antonio Chamber](#)
- [San Antonio Features](#)
- [San Antonio Real Estate News](#)
- [San Antonio School Districts](#)

SEARCH TEAM

Diversified Search has been retained by UTSA to assist in this search process. Applications, nominations and further inquiries should be directed to UTSA-Chief-Staff@divsearch.com. For best consideration, materials should be received by June 26, 2020.

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The University of Texas at San Antonio is an Affirmative Action/Equal Opportunity Employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

14224_MAY 2020