

## VACANCY ANNOUNCEMENT

### MONTANA UNIVERSITY SYSTEM OFFICE OF COMMISSIONER OF HIGHER EDUCATION

JOB TITLE: Associate Commissioner  
LOCATION: Helena MT  
SALARY: Dependent on qualifications  
CLOSING DATE: Position open until filled.

The position is responsible for a wide range of high-level planning, development, and implementation of college and university initiatives in research, technology transfer, communications, and economic development.

#### **RESPONSIBILITIES** include:

- Develop strategies for the University System's media relations and communications with various constituent groups and the general public. Coordinate the University System's legislative relations and the work of the campuses, agencies and Commissioner's Office during the legislative session.
- Develop continuing enhancements to the MUS/BOR web site as a means of providing public access to key information.
- Develop strategies for increasing communications between the Regents, the Commissioner and other MUS officials and community leaders across the state; strengthen the systems dialog with and assistance to/from Montana citizens, business leaders, legislators and policy-makers at all levels.
- Develop promotional strategies for advancing the mission of the MUS and increasing awareness of the return to the state on investments in higher education.
- Develop policies and procedures for University research programs which provide accountability and promotes effective technology transfer to contribute to economic development in the state.
- Anticipate opportunities and challenges that face the MUS and the state of Montana; propose and implement strategic partnerships; develop strategies, action initiatives and communications.
- Lead efforts to advance system-wide initiatives and objectives, and generate widespread support within the system and with constituent groups.

## **QUALIFICATIONS:**

- Bachelor's degree.
- 8 years of experience related to the responsibilities of the position.
- Exceptional organizational, oral and written communication and interpersonal skills.
- Demonstrated leadership skills, and an innovative and energetic leadership style.
- Strong research and analytical skills.
- Demonstrated effectiveness in presenting complex material.

## **PREFERRED QUALIFICATIONS:**

- Master's degree.
- Broad knowledge of or experience in a higher education executive position or working with higher education leaders.
- Experience working with Montana community leaders and Montana legislators.

## **COMPETENCIES:**

- Building collaborative relationships -- develop, maintain, and strengthen partnerships with campus, community, state, and federal leaders.
- Forward thinking -- anticipate the implications and consequences of situations and take appropriate action to prepare for possible contingencies.
- Results orientation -- focus on the desired end result of organizational goals; set challenging goals, focus effort on goals, and meet or exceed goals.
- Personal credibility -- demonstrate concern that one be perceived as responsible, reliable, and trustworthy.
- Managing change -- demonstrate support for organizational changes needed to improve the organization's effectiveness; support, initiate, sponsor, and implement organizational change; help others successfully manage organizational change.
- Fostering innovation -- develop, sponsor, or support the introduction of new and improved methods, products, procedures, or technologies.
- Strategic thinking -- analyze the organization's competitive position by considering the market and industry trends, existing and potential customers (internal and/or external), and strengths and weaknesses as compared to competitors.

- Attention to communication -- ensure that information is provided to others who should be kept informed; ensure that others are provided the opportunity to inform the organization.

#### **APPLICATION REQUIREMENTS:**

To apply, send a letter of interest speaking to the applicant's qualifications for the listed duties, and a resume showing relevant education and experience.

Nominations are welcome. Please include the names, phone numbers, and addresses of three professional references. A review of applications will continue until the position is filled. Applications should be mailed to: Human Resources Director, P.O. Box 203201, Helena MT 59620-3201. Qualified candidates may request a military veterans' preference in accordance with state law.