

**University of Illinois**  
**Secretary of the Board of Trustees and the University**  
**Urbana Campus**  
**INTERNAL SEARCH**

The University of Illinois seeks a Secretary of the Board of Trustees and the University. This position is one of four officers of the Board of Trustees that also include the treasurer, comptroller, and University counsel, and reports to the Chair of the Board with responsibilities to all Board members, and to the President of the University. The Secretary acts on behalf of the Chair of the Board and the President of the University in coordinating the development of the recommendations for consideration by the Board and is also responsible for drafting plans for all meetings of the Board, reports for the Board, the annual schedule of Board meetings, and committee meetings for review by the Chair of the Board and the President. This position is responsible for providing safekeeping of all records of the Board and is responsible for creating the minutes of Board meetings and the Biennial report of Transactions of the Board of Trustees, as well as minutes of all Board committee meetings. Additional responsibilities include:

1. Serves as member of the President's Cabinet and the University Policy Council and assists in interpreting and monitoring University policy internally and externally, particularly with reference to precedents and practices. This requires an understanding of the missions and strategic goals of the University.
2. Responsible for maintaining the current official text of the Bylaws of the Board of trustees, the University of Illinois Statutes, and The General Rules Concerning University Organization and Procedure, and for the issuance thereof and posting to the Board's website.
3. Performs general ministerial duties, including those of corresponding secretary and recording secretary of the Board as specified and established in the University of Illinois Trustees Act (110 ILCS 310/1) and in the Bylaws of the Board of Trustees.
4. Facilitates the work of the Board with the University administration in the governance of the University and provides support services to the members of the Board.
5. Responsible for implementing the Illinois Open Meetings Act with regard to issuing Notices of Board meetings and Board committee meetings pursuant to requirements of this Act to provide timely notice to the public and to the media, as requested. Administers the Board of Trustees' policy: Procedures Governing Appearances Before the Board of Trustees and seeks advice of University counsel on recommendations to the Chair of the Board.
6. The secretary has custody of and provides safekeeping for University contracts executed by the Comptroller on behalf of the Board.
7. Provides guidelines for the issuance and review of appointment notifications for the academic staff and is responsible for presenting such recommendations to the Board for consideration on behalf of the President, and reporting to the Board other academic appointments made by the President.
8. Serves, ex officio as clerk of the Executive Committee of the Board of Trustees, and of other committees of the Board.
9. Responsible for arranging for issuance of diplomas for graduates.
10. Monitors use of and protects the trademark of the seal of the University.

11. Supervises a staff of eight in carrying out the responsibilities of the office and responding to individual requests for information and assistance from the members of the Board, the University community, and the public.

Candidates must be a current University of Illinois employee and must have a Master's degree in education administration or a related field; Doctoral degree in education administration or related field preferred. Other requirements include: five to ten years of experience working in higher education administration; excellent communications skills with a variety of audiences including at the Board level; ability to work with varied constituencies to reach consensus; broad knowledge of the structure, policies, systems, customs and practices of the University of Illinois; interpersonal competencies that demonstrate an understanding of the importance of courtesy, diplomacy, and a collaborative approach to develop and maintain effective work relationships; and demonstrated ability to prepare reports and other documents that are clear and concise. Preferred qualifications include: broad ranging experience in higher education administration; experience working with a chief executive officer and of a governing board; an appreciation for talent development, including skill in motivating diverse groups of people, and the ability to work with senior management, peers, and others in a collaborative manner; ability to appropriately provide advice to members of a governing board and the president and other University leaders about myriad issues; current or prior successful administrative experience at the level of unit head, or above is desirable; broad understanding of the academic challenges and opportunities facing American higher education; committed focus on accuracy and attention to detail; demonstrated skill in working with groups internal and external to the University; demonstrated problem-solving skills in addressing difficult, complex, and controversial issues; ability to handle a range of computer skills; and knowledge of the Banner administrative information system's functionality and data structures.

This is a full-time, 12-month Academic Professional position. For full consideration, candidates must apply and submit a letter of application, resume, and names/addresses/phone numbers of three professional references by November 30, 2015 at <https://uajobs.hr.uillinois.edu/>.

The University of Illinois may conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with the Fair Credit Reporting Act.

Employee Relations and Human Resources  
449 Henry Administration Building, MC 341  
506 South Wright Street  
Urbana, IL 61801  
(217) 333-2600

The University of Illinois is an affirmative action/equal opportunity employer dedicated to building a community of excellence, equity and diversity. University Administration welcomes applications from women, underrepresented minorities, individuals with disabilities, protected veterans, sexual minority groups and other candidates who will lead and contribute to the diversification and enrichment of ideas and perspectives.