University of Maine

Job Description

TITLE: Senior Advisor to the President – Special Initiatives

DEPARTMENT: Office of the President

DATE: July 2021

REPORTS TO: President of the University of Maine and University of Maine at Machias.

**Purpose:**

The Senior Advisor reports to the President and is responsible for tracking, analyzing, and providing consultation and advice on a wide range of University of Maine operational matters, strategic initiatives and policy. The incumbent leverages their knowledge and experience to develop recommendations pertaining to strategies, policies, approaches and implementation activities, including engagement with University of Maine System initiatives in which UMaine has significant involvement. The incumbent partners closely with senior campus leadership and others, including UMS colleagues, in the development, implementation and monitoring of strategic initiatives including, but not limited to: Strategic Vision and Values; Diversity, Equity and Inclusion; UMS TRANSFORMS; Presidential Fellows program; corporate partnerships and the UMaine Portland Gateway; recognition of performance excellence; and organization culture and climate.

**Essential Functions:**

* Proactively identify, evaluate and work to implement plans to advance strategic initiatives to their intended outcomes and impacts. Identify barriers and roadblocks to progress and recommend mitigating actions.
* Continually assess and monitor the array of strategic priorities and identify opportunities for synergies that enhance operational efficiency and effectiveness and accelerate progress.
* Monitor progress on initiatives for alignment with UMaine’s mission, goals and strategic plan.
* Develop reports, presentations and updates for internal and external stakeholders.
* Consult, coordinate and collaborate with UMaine and UMS stakeholders on matters of significance on a campus and UMS-wide level.
* Partner with the office of communications and marketing to ensure appropriate organizational awareness and build support for strategic initiatives.
* Identify and integrate industry best practices into the development and implementation of strategic initiatives.
* Partner with the President’s office staff to develop plans, balance priorities, and ensure strong situational awareness as it pertains to strategic initiatives.
* Collaborate with UMaine leadership and administration to establish programmatic goals, metrics and monitoring practices.
* Recommend and participate in the development of UMaine policies and procedures and serve on related committees as warranted.
* Develop recommendations for staffing and resource plans for strategic initiatives. Identify roles, duties, responsibilities and scope of authority for resources assigned to those initiatives.
* Network with and engage external parties that may contribute to successful outcomes of UMaine initiatives.
* Engage and provide direction to consultants as warranted.
* Maintain currency of knowledge with respect to UMS’s and UMaine’s strategic directions and plans.
* Performs miscellaneous job-related duties as assigned.

**Minimum Job Requirements:**

* Master’s degree and at least 7 years of directly relatable experience

**Knowledge, Skills and Abilities Required**:

* Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions.
* Knowledge of financial planning and management.
* Advanced verbal and written communication skills and the ability to present effectively to small and large groups.
* Demonstrated ability to successfully direct, coordinate, and strategically integrate multiple projects at an institutional level.
* Ability to effectively lead, influence and achieve results without always having positional authority.
* Knowledge and understanding of organization structure, workflow, and operating procedures.
* Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
* A level of comfort with ambiguity and the ability to facilitate finding common ground among competing priorities and differing perspectives.

**Preferred Qualifications:**

* Advanced degree
* Experience developing and guiding large scale, complex initiatives and change management
* Depth of knowledge or experience in public higher education and particularly in research universities

**Supervisory Responsibility:** This position directly supervises, if/as assigned, staff associated with the Office of the President.

**Work Environment:** Work is conducted in a fast-paced, in-person office environment and across campus. Some travel is required, including to the regional campus in Machias.

**Work Year:** Full-time, fiscal year.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, frequent work beyond regular hours (to include evenings and weekends) will be necessary to meet the requirements of the position.

**Position Type:** Combination of E&G and External Funding, Ongoing

**Schedule for Evaluation:**  In accordance with guidelines established in The Handbook for Non-Represented Faculty, Professional and Administrative Staff. The initial appointment will be for three years which includes a probationary period during the first 12 months at which time an evaluation will take place. Near the end of the initial 3-year term, administrative performance will be evaluated in accordance with University policy.

**Job Family/Salary Grade:** 11/08

Appropriate background checks required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.