



Position Profile

Associate General Secretary Division of Higher Education

The incumbent serves as the division's chief executive and operating officer managing the overall administration and operation of the Division of Higher Education. The position serves on the executive staff council of the board, reporting directly to the general secretary of the General Board of Higher Education and Ministry (GBHEM).

The position is responsible for an extensive portfolio including:

Administrative and Operational Responsibilities

1. Fulfills the Mission, Vision, Goals, and Objectives mandated by the Book of Discipline of The United Methodist Church and the General Board of Higher Education and Ministry;
2. Oversees the overall administrative and program operation of the Division of Higher Education;
3. Oversees the three program work areas of the Division:
 - Black College Fund and Ethnic Concerns
 - Campus Ministry
 - Schools, Colleges, and Universities;
4. Develops and oversees the annual budget and fiscal operation of the Division;
5. Evaluates and measures the overall effectiveness, efficiency, and productiveness of the Division;
6. Secures and maintains adequate staff and resources required to fulfill the work of the Division and manages them to generate the highest quality outputs and delivery in a positive work environment.

Program Responsibilities

1. Creates new program initiatives and innovates the existing programs of the Division of Higher Education in consultation with the office of the General Secretary and in accordance with the Strategic Plan of the Board;
2. Provides technical assistance and trouble shooting for United Methodist and Methodist-related educational institutions in the United States and the world;
3. Serves as the Executive Secretary of the University Senate;
4. Serves as the Secretary/Treasurer of the National Association of Schools, Colleges, and Universities of The United Methodist Church (NASCUMC);
5. Serves as the Secretary/Treasurer of the International Association of Methodist Schools, Colleges, and Universities (IAMSCU);
6. Serves on the United Methodist Higher Education Foundation Board (UMHEF);
7. Serves on the Educational Institutional Insurance Administrators Board (EIIA);
8. Serves on the Investment Committee of the General Board of Higher Education and Ministry;
9. Provides staff support and resources to the Sub-Committee on Higher Education of the Council of Bishops;
10. In consultation with the General Secretary, provides staff support to the Board of Directors and technical assistance to the administration of Africa University;

11. In consultation with the Executive Staff Council and authorization of the General Secretary, secures financial resources from external sources in accordance with the Strategic Plan of the Board;
12. Handles speaking engagements to interpret and promote the mission and work of the Division and the General Board of Higher Education and Ministry;
13. Develops and maintains cross-divisional and office collaboration and cooperation with the Division of Ordained Ministry, Office of Loans and Scholarships, Office of Interpretation, Office of Administration, and Office of the General Secretary.

Requirements: Doctoral degree required, preferably in a field appropriate to higher education teaching or administration; minimum of 5 years as a senior-level administrator in church-related higher education – President/CEO or equivalent preferred; active membership in The United Methodist Church; sufficient knowledge and understanding of the structure of The United Methodist Church; broad technical knowledge and skills in church-related higher education administration; strong analytical skills and ability to think strategically (visionary); strong organizational skills and ability to handle multiple tasks simultaneously; excellent written and oral communication skills; sensitivity to a diverse population: culturally, racially, and theologically; ability to communicate and work with colleagues in a team approach; consultative and cooperative leadership and superior management skills. Candidates must be willing and able to travel extensively. Relocation to Nashville, TN, required.

Position Available July 1, 2010

To Apply: Send a cover letter clearly stating your knowledge, experience, skills, and gifts enabling you to be a viable candidate for the position. Include an academic vitae and the names of three professional references to:

Human Resources
C/O Recruitment, AGS DHE
GBHEM
P.O. Box 340007
Nashville, TN 37203-0007

Email: hr@gbhem.org
Fax: 615-340-7048

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