

ASSOCIATION FOR THE STUDY OF HIGHER EDUCATION

Executive Director

Position Description & Candidate Profile

Search Chair: Dr. Linda Eisenmann
Contact: ASHEedsearch@gmail.com





Association for the Study of Higher Education

ABOUT THE ASSOCIATION

The Association for the Study of Higher Education (ASHE) is a scholarly society with 2,000 members dedicated to higher education as a field of study. It is committed to diversity in its programs and membership and has enjoyed extraordinary success in involving graduate students in Association activities.

ASHE promotes collaboration among its members and others engaged in the study of higher education through research, conferences, and publications, including its highly regarded journal, *The Review of Higher Education*. ASHE values rigorous scholarly approaches to the study of higher education and practical applications of systemic inquiry.

Through its peer-reviewed publications, annual conference sessions, presidential invited sessions, and other intellectual and professional events, ASHE promotes scholarly discourse and debate about important issues and ideas, questions, problems, and possibilities in the study of higher education. At its 2011 opening meeting, the ASHE Board of Directors reaffirmed its commitment to diversity in point of view and perspective in scholarly deliberation. The editors and editorial boards of ASHE publications carry out their responsibilities in accord with these commitments. The ASHE Board continues to reassert its belief in and support of the intellectual, academic, and professional freedom and judgement of the appointed ASHE editors and editorial boards charged with carrying out all aspects of work associated with production of the scholarly products for which they bear responsibility.

ASHE currently enjoys a host relationship with the College of Education at the University of Nevada, Las Vegas. ASHE will be headquartered there through 2024.

ASHE'S MISSION

The primary mission of the Association for the Study of Higher Education (ASHE) is to foster scholarly inquiry of the highest standards of excellence for the purpose of increasing knowledge about and the understanding of higher education.

VALUES OF ASHE: INCLUSION, DIVERSITY, AND EQUITY

ASHE is an association where diversity is a core value. A broad understanding of diversity is employed that includes, but is not limited to, race, ethnicity, national origin, class, gender, sexual orientation, disability, age, and religion. This statement also acknowledges that personal identity is complex and various. It is a goal of the Association to facilitate broad participation, particularly by historically underrepresented groups.

The Board of Directors and others associated with ASHE shall otherwise act in ways, to the extent it is reasonable and feasible to do so, consistent with this core value of diversity.

Furthermore, those charged with nominating members for election or naming committee chairs and members shall diligently recruit for qualified persons representing the full diversity of the membership of the Association.

In addition, before entering into contracts, including conference facilities agreements, those representing ASHE shall consider the history and current practices of the vendor with regard to diversity. The Association shall not knowingly enter into agreements, where by intent or practice, there is a demonstrated insensitivity to the principles of non-discrimination and inclusion. As practicable, the Association should work with vendors, both in contracting and procurement, that have affirmative action policies and practices, as well as policies and practices that are consistent, in general, with those of the Association in relation to diversity.

ASHE EXECUTIVE DIRECTOR

KEY RELATIONSHIPS FOR THE EXECUTIVE DIRECTOR

REPORTS TO:

- 17-member Board of Directors: 9 voting & 8 ex-officio

SHARED LEADERSHIP:

- Executive Board comprised of the Presidents, Budget Chair, and Legal Counsel

CONSULTATIVE GROUPS:

- Committee and Council members
- University of Nevada, Las Vegas offices

DIRECT FULL-TIME REPORTS:

- Director of Conferences & Special Events
- Director of Finance, Business Operations, & Communication

OTHER STAFF, INDIRECT REPORTS:

- Graduate Assistants (2)
- Work Study Students (if available)
- Higher education masters and doctoral interns (if available)

POSITION RESPONSIBILITIES

With a decade of significant progress in the Association's growth, formation, and scholarly recognition, the Association for the Study of Higher Education (ASHE) is well-poised to set the next stage of the Association's path, which is to be a more visible and recognized scholarly home to researchers and practitioners of higher education with significant engagement with funders, policymakers, media, and other scholarly associations. As the chief executive and lead officer of the Association, the Executive Director reports to the Board of Directors. Together, they set the vision and priorities that provide direction for the Association.

KEY RESPONSIBILITIES

Leadership

- Define the vision, focus, value proposition and strategy for ASHE in concert with the Board of Directors' vision and priorities
- Adopt effective processes, periodic measurable goals, assessment and evaluation indicators, and improvement systems as key aspects toward moving the Association's strategy toward planning and action
- Provide oversight of financials and operations, which includes identifying resources and processes that will advance the Association's mission and vision
- Continue to expand/develop the Association's conference events, programs, and services to ensure ongoing benefit to members and the scholarly field of higher education
- Advance the Association's values of equity, inclusion, diversity, transparency, and collegiality

Knowledge and Understanding of Higher Education

- Appreciate and comprehend higher education research and core lessons/subjects that are responsive to colleges, universities, policymakers, and other institutional actors
- Communicate foundational information and implications about higher education to a broad audience
- Identify evolving, emerging, and trending issues within the field, including those related to social, political, technological, and economic events
- Value the multiple forms of research approaches and epistemologies that shape, inform, and account for research findings and explanatory elements of studies pertaining to higher education

Conference and Special Events Oversight

- Provide leadership and mentoring to the Director of Conference & Special Events to ensure successful annual conferences and other special events (including a productive working relationship with the President, annual meeting chair, and Council representatives)
- Anticipate and guide event management and conference administration
- Oversee the annual meeting and special events with support from the Director of Conference & Special Events and the Director of Finance, Business Operations, & Communication

Fundraising, Donor Cultivation and Relations

- Ensure that the organization has the financial resources necessary to operate, grow, and meet the needs of the membership community
- Support and lead efforts to secure grants and other external funding that are aligned with the association's mission and vision
- Oversee and cultivate, in conjunction with the Executive Board, new opportunities for philanthropic fundraising while stewarding donor cultivation and similar external relationships
- Serve as the key point person for all fundraising activities, goals, and programming

External Representation

- Serve as an external representative and advocate for higher education research which has general scientific consensus, including providing access and resources to key audiences (funders, ASHE members, policymakers, media, higher education practitioners, and other consumers of higher education research)
- Facilitate the marketing of the Association to ensure clarity of its value proposition and its unique place among academic associations
- Network with other academic and professional associations to find opportunities for collaboration, membership expansion, and research dissemination

Board Management & Governance

- Guide the Board Directors, especially those newly elected, through an on-boarding process that advances a shared vision, builds trust, and cultivates an effective, dynamic working relationship
- Respect and ensure accountability to the governance structure, including annual shifts in presidential leadership, the Board of Directors, and the role of committees
- Advise the Board of key activities and governance matters through the exercise of due diligence and thoughtful analyses of options, opportunities, and risks, drawing on data-informed sources
- Foster a productive and supportive working environment for an association that relies heavily on volunteers

Team Management

- Guide the development of ASHE, ensuring that people and resources are aligned with the mission and vision
- Maintain and cultivate a high-performing team and culture, operating with shared purpose and values as well as fostering an environment that capitalizes on growth and development of team members
- Supervise and evaluate staff, including complying with host University of Nevada, Las Vegas evaluation systems
- Liaise and engage staff and offices at the host university, UNLV, to support the efficient and effective operations of the Association
- Provide internal thought leadership and direction for the team

IDEAL EXPERIENCES & KEY LEADERSHIP CAPABILITIES

While recognizing that no single candidate will have all the ideal qualifications, the Association for the Study of Higher Education seeks candidates with the following demonstrated experience and qualifications:

- Advanced degree; preferably a terminal degree in higher education, social sciences, nonprofit management, or a closely related field
- A proven commitment to diversity, equity, inclusion, and social justice including the capacity to recruit, welcome, retain, and build an integrated and diverse association community and staff
- Significant experience leading, managing, and mentoring staff and demonstrated capacity to lead and support boards, members, and volunteers, especially in a non-profit environment
- Ability to be an engaged and visible leader to the Association and partners
- Adaptable to quick turn-around of presidents as ASHE leaders, and discerning and sufficiently supportive to guide presidents toward the overall interest of the Association
- Knowledge and use of membership databases, academic proposal submission systems, word processing programs, and spreadsheet programs
- Proven track record executing large event logistics through anticipating/forecasting, planning, negotiating, adapting, promoting, and communicating to appropriate parties
- Experience successfully orchestrating a team of volunteers for high-stakes, time-constrained, and resource limited events
- Ability to contribute actively in membership recruitment and conference registration activities
- Experience leading projects with structured timelines
- Experience working with, or serving on, a voluntary board of directors of a non-profit association
- Ability to provide support for innovative partnerships and initiatives which enhance the visibility of the Association

- A scholarly and applied understanding of higher education and its values to multiple audiences including funders, ASHE and other association members, policymakers, media, higher education practitioners, and other consumers of higher education research
- Experience working with external stakeholders, which may include funders, media, donors, policymakers, and other partners
- Excellent interpersonal and communication skills
- A track record of significant accomplishments and success leading an organization
- Capacity to maintain energy, enthusiasm, flexibility, and a healthy sense of humor

INQUIRIES AND NOMINATIONS

Please direct inquiries and nominations to:

Dr. Linda Eisenmann, Search Chair, at ASHEedsearch@gmail.com.

SUBMISSION PROCESS & ANTICIPATED TIMELINE

Candidates should submit electronically a letter of application describing their vision for ASHE and their relevant experience, a curriculum vitae, and a list of three references to: Dr. Linda Eisenmann, Search Chair, at ASHEedsearch@gmail.com.

The search committee's review of applications will begin October 1. Ideally, finalists will be interviewed by the ASHE Board of Directors at the ASHE annual meeting in November, 2018. Position, including transition with incumbent ED, will begin in December, 2018.

Search Committee members:

1. Linda Eisenmann, Wheaton College
2. Cecilia Rios-Aguilar, UCLA
3. Dennis Kramer, University of Florida
4. Hugo Garcia, Texas Tech University
5. Christopher Newman, Azusa Pacific University
6. Daniel Chen, University of North Texas
7. Kristen Renn, Michigan State University
8. Jeff Sun, University of Louisville
9. Valerie Crespín-Trujillo, University of Wisconsin
10. Kim Nehls, University of Nevada, Las Vegas

