

## Announcement

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### Details

Open Date	03/20/2019
Requisition Number	PRN19976B
Job Title	Special Assistant to the President
Working Title	Director: University Neighborhood Partners
Job Grade	EXE
FLSA Code	Executive
Patient Sensitive Job Code?	No
Standard Hours per Week	40
Full Time or Part Time?	Full Time
Shift	Day
Work Schedule Summary	M-F 9am to 5pm, evenings & weekends as needed
VP Area	President
Department	00480 - Univ Neighborhood Partners
Location	Other
City	Salt Lake City, UT
Type of Recruitment	External Posting
Pay Rate Range	DOE
Close Date	04/19/2019
Open Until Filled	No

**Job Summary**

Bring your passion for collaboration to a community-based leadership role with the University of Utah. Exceptional opportunity for an individual with a track record in developing partnerships between various constituencies, such as west Salt Lake City residents, community leaders, public and private sector agencies, and University of Utah leadership, students, and staff. Master’s degree and at least eight years related experience in program administration in a multi-cultural environment is essential. Background in Higher Education also essential. This is an appointed position reporting to the University of Utah President.

Website Link: <https://partners.utah.edu/>

Provides leadership and vision to the work of University Neighborhood Partners (UNP) to carry out the mission of the organization.

Works with the UNP Board of Advisors to develop short- and long-term strategies to achieve the mission of the organization.

Conceptualizes and coordinates partnerships between University of Utah colleges, departments, and offices, and west side schools and organizations that provide reciprocal benefit to all the partners, while addressing barriers to higher education both directly and indirectly.

Oversees securing of financial resources necessary to support the work of UNP.

Develops relationships with campus and community representatives across cultures, education levels, languages, races, religions, age, sexual preferences to assure that the programs of UNP serve and involve groups represented on campus and in west side neighborhoods.

Assures effective administration of UNP, including but not limited to personnel mentorship and accountability, financial administration, compliance with University of Utah policy and procedures, and public relations strategies with UNP s multiple audiences.

Explores possibilities and potentials for UNP to broaden and deepen its mandate to bring the campus and west side community together in mutual benefit.

This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

**Responsibilities**

In consultation with the University President, a 30 member Board of Advisors, and other campus and west Salt Lake City representatives, provides overall leadership for University Neighborhood Partners in its mission to “bring University of Utah and west side people and resources together in reciprocal learning, action, and benefit.”

Coordinates work of staff to create partnerships that address social/systemic barriers to education, increase access to higher education, cultivate community well-being, and build individual and organizational capacity. Achieves this goal through direct strategies to build pathways to higher education for community members from Salt Lake City’s west side neighborhoods and through strategies to address conditions identified by west Salt Lake neighbors that impact the health of the community and the ability of community members to succeed.

Assumes overall responsibility for program and partnership development, financial management, fund development, human resource functions, public relations, board and staff development and other functions necessary to the success of UNP’s mission. Provides assistance, as needed, to the University of Utah president in working to build campus community partnerships in other communities in Utah.

**Minimum Qualifications**

Minimum of a Master’s degree plus eight years of related experience required. Experience in Higher Education and/or grassroots community work strongly preferred, especially in a racially and culturally diverse setting.

Previous experience in developing and growing partnerships is essential.

At least five years of experience managing and mentoring staff and overseeing multiple complex administrative functions with ensuring accountability. Experience assuring accountability for public and private grants and other funding sources.

Demonstrated commitment to use group processes that empower participants, facilitate consensus, and result in shared outcomes.

Demonstrated ability to facilitate collaboration across both campus and community needs.

Evidence of ability and desire to work productively across both campus and community cultures.

Record of achievements that require an ability to conceptualize an idea, bring together the diverse people necessary to put the idea into action, and to produce tangible, positive outcomes that benefit all participants.

Evidence of strong personal commitment to multi-cultural relationships, social justice, community improvement, and civic engagement.

High energy level and willingness to make UNP’s mission a personal commitment.

<p><b>Preferences</b></p>	<p>Doctorate or terminal degree in field preferred. Fluency in one or more languages in addition to English preferred. Research experience related to cultural competency a plus.</p> <p>Knowledge of both higher education and community culture of west Salt Lake communities and processes.</p> <p>Demonstrated competencies working with diverse communities.</p>
<p><b>Type</b></p>	<p>Benefited Staff</p>
<p><b>Special Instructions Summary</b></p>	<p>Please submit your current resume/CV and a Cover Letter when applying for this position. The Cover Letter should address your interest in this role, your experience in building community partnerships, and the key factors you believe are important in building effective partnerships. Please submit the names and contact information for three references. References can be professional, community, or academic.</p>
<p><b>Additional Information</b></p>	<p><i>The University of Utah is an Affirmative Action/Equal Opportunity employer and is committed to diversity in its workforce. In compliance with applicable federal and state laws, University of Utah policy of equal employment opportunity prohibits discrimination on the basis of race or ethnicity, religion, color, national origin, sex, age, sexual orientation, gender identity/expression, veteran's status, status as a qualified person with a disability, or genetic information. Individuals from historically underrepresented groups, such as minorities, women, qualified persons with disabilities, and protected veterans are strongly encouraged to apply. Veterans' preference is extended to qualified applicants, upon request and consistent with University policy and Utah state law.</i></p> <p><i>To inquire about this posting, email: <a href="mailto:employment@utah.edu">employment@utah.edu</a> or call 801-581-2300. Reasonable accommodations in the application process will be provided to qualified individuals with disabilities. To request an accommodation or for further information about University AA/EO policies, please contact the Office of Equal Opportunity and Affirmative Action, 201 S. Presidents Cr., Rm 135, (801) 581-8365 (V/TDD), email: <a href="mailto:oeo@umail.utah.edu">oeo@umail.utah.edu</a>.</i></p> <p><i>The University is a participating employer with Utah Retirement Systems ("URS"). Eligible new hires with prior URS service, may elect to enroll in URS if they make the election before they become eligible for retirement (usually the first day of work). Contact Human Resources at (801) 581-7447 for information. Individuals who previously retired and are receiving monthly retirement benefits from URS are subject to URS' post-retirement rules and restrictions. Please contact Utah Retirement Systems at (801) 366-7770 or (800) 695-4877 or University Human Resource Management at (801) 581-7447 if you have questions regarding the post-retirement rules.</i></p> <p><i>This position may require the successful completion of a criminal background check and/or drug screen.</i></p>

## Posting Specific Questions

Required fields are indicated with an asterisk (\*).

## Applicant Documents

### Required Documents

1. Resume
2. Cover Letter

### Optional Documents

1. Addendum to the University of Utah - Veteran Only - Call 801.581.2169 after submission
2. Appropriate discharge document (such as a DD-214 - Member Copy 4) - Veteran Only - Call 801.581.2169

- No New Feature Available