



UNIVERSITY SECRETARY

Webster
UNIVERSITY





THE OPPORTUNITY

Webster University is seeking an experienced individual to serve as the University Secretary. The position reports directly to the President. The University Secretary is a member of the President's Administrative Council. The University Secretary will assist the President by supporting her engagements with trustees in their institutional roles. This individual serves as institutional liaison with external counsel and has the role of secretary of the corporation. S/he manages all official correspondence with trustees, including working closely with senior staff to develop agendas for meetings and drafting the minutes of full and committee meetings. The individual must possess the highest level of integrity, as well as recognition and acceptance of the need for confidentiality.

THE UNIVERSITY

Webster University was founded in 1915 by the Sisters of Loretto as the first 4-year college for women west of the Mississippi River. The College became co-ed in 1962 and The Sisters of Loretto transferred ownership to a lay board of directors in 1967. The institution achieved university status in 1983. The main campus of Webster University is located in Webster Groves, MO, a suburb of St. Louis. Webster University is a private, non-profit, multi-campus and international institution serving more than 20,000 students worldwide. The University has international campus locations in Austria, China, England, The Netherlands, Switzerland and Thailand.

The main campus at Webster Grove serves over 6,000 students including 3,300 graduate students and 3,000 undergraduate students; 2,500 of the undergraduates are full-time students enrolled in five different schools. The University consists of The College of Arts & Sciences, The Leigh Gerding College of Fine Arts, The George Herbert Walker School of Business & Technology, The School of Communications and the School of Education. One hundred sixty-eight majors are offered. The student population of the University is diverse with 50 states and 129 countries represented in the student body. Students attending Webster's European campuses come from 101 countries. The students who attend the Asia campuses come from 34 different countries. The doctorate is the highest degree awarded at the University which Carnegie classifies as a Master's L institution.

The Tier I University is a recognized leader in international education, adult learning and in offering courses to several military installations. The various honors that have been awarded to Webster University include recognition as a "Military Friendly School" by the G.I. Jobs Magazine 2010-2011, one of the "Top Great Colleges to Work For" by the Chronicle of Higher Education, 2008, 2009, 2010 and one of Forbes Magazines' America's Best Colleges, 2010.

The University is in sound financial condition and enrollments continue to grow. A new strategic plan is in place that clearly states goals for the future.





MISSION

“Webster University, a worldwide institution, ensures high quality learning experiences that transform students for global citizenship and individual excellence.”

BACKGROUND

Dr. Elizabeth Stroble was appointed the 11th President of Webster University in 2009. Dr. Stroble earned her doctoral degree in curriculum studies from the University of Virginia, Charlottesville. She also has two master’s degrees, one in history and one in American and English literature from Southern Illinois University. Dr. Stroble began her career as a high school teacher and she has held a variety of faculty and administrative positions during her distinguished career in higher education. Prior to her appointment as President of Webster University, Dr. Stroble served as the Senior Vice President and Provost and Chief Operating Officer at the University of Akron, Ohio.

Dr. Karen M. Luebbert has served Webster University for 40 years in a variety of positions. Most recently she has served as the Vice President and Executive Assistant to the President. In that role she has also served the board of trustees. The new University Secretary will not serve as the executive assist to the President. The primary role of the University Secretary will be to assist the President in all matters relating to the board/corporation. Currently, the board has 40 members.

CHALLENGES

Major challenges for the University Secretary are:

- Working collaboratively with the President in the planning and implementation of all meetings and other functions and events involving trustees;



CHALLENGES *(continued)*

- Serving as the liaison between the President and members of the President’s Administrative Council in assisting them with agenda development, providing supporting documentation, and scheduling of board committee meetings;
- Maintaining the official records of all trustee and trustee committee meetings;
- Providing assistance in interpretation of policies and governance related to policies; and
- Interacting with the various constituent groups on campus.

QUALIFICATIONS

Webster University seeks an individual who:

- Holds a master’s degree in a related field from a regionally accredited institution;
- Has a minimum of five years related experience, preferably in a university, working with executive and board officers;
- Displays discretion; impeccable integrity and exercises sound judgment at all times;
- Possesses a high level of expertise in organizational development and human relations;
- Is dedicated and committed to the mission, values and strategic directions of the University;
- Has demonstrated strong communication skills including verbal, written and technological skills;
- Can work independently as well as part of a team and who is a detail person;
- Has strong interpersonal skills and the ability to work with diverse populations including trustees, administrators, staff, faculty and students; and
- Abides by “best practices.”



APPLICATION PROCEDURES

Applications are due by **May 23, 2011**. To be considered, candidates should e-mail, as Microsoft Word or Adobe Acrobat attachments, the following: 1) a cover letter that addresses the challenges and qualifications listed above; 2) a current résumé; and 3) the names, phone numbers, and e-mail addresses of three references to: **Webster@rhperry.com**

FOR FURTHER INFORMATION, CONTACT:

DR. JUDITH A. BRISSETTE, *Senior Partner*
Telephone: (401) 823-0762

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POLICY

R. H. Perry & Associates is committed to the highest standards of professionalism in all dealings with candidates, sources, and references. We fully respect the need for confidentiality and assure interested parties that their background and interests will not be discussed without consent of the applicant prior to her or his becoming a candidate.

Webster University is an affirmative action, equal opportunity institution.

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