

Harris Search Associates

I N N O V A T I O N + T A L E N T

University of Illinois at Chicago

Vice Chancellor for Administrative Services
Executive Search





About The University of Illinois at Chicago (UIC)

“My vision for UIC is firm – to continue its trajectory of being one of the nation's premier public urban research universities. Working together, I know we will achieve this goal.” –*Chancellor Paula Allen-Meares, 2009*

In less than three decades, UIC has transformed itself into one of the top 60 research universities in the United States. Its students reflect the diverse, global nature of Chicago and other great cities around the country and the world. Its research and scholarly output is based upon working within, across and between disciplines to answer important societal questions and contribute to the scientific, social, political, environmental, health, and economic well-being of our modern society. This is an exceptional opportunity for an experienced, visionary leader to help sustain and advance UIC towards its goal of becoming the national's premier urban public research university.

History

For more than a century, UIC has had an extraordinary history, for it truly evolved from the needs of the people of Illinois. UIC traces its origins to several private health colleges founded during the late nineteenth century, including the Chicago College of Pharmacy, which opened in 1859, the College of Physicians and Surgeons (1882) and the Columbian College of Dentistry (1891).

The University of Illinois was chartered in 1867 in Champaign-Urbana, as the state's land-grant university. The Chicago-based health colleges affiliated with the University of Illinois in 1896-97, becoming fully incorporated into the University of Illinois in 1913, as the Colleges of Medicine, Dentistry, and Pharmacy. In the succeeding decades, several other health science colleges were developed and brought together as the Chicago Professional Colleges of the University of Illinois,. In 1961, these colleges became the University of Illinois at the Medical Center (UIMC).

Following World War II, the University of Illinois increased its presence in Chicago by creating a temporary, two-year branch campus, the Chicago Undergraduate Division. Housed on Navy Pier, the campus accommodated primarily student veterans on the G.I. Bill. Demand for a public university education in Chicago remained high, even after the first wave of veterans, so the University of Illinois made plans to create a permanent degree-granting campus in the Chicago

area. Mayor Richard J. Daley offered the Harrison and Halsted site in Chicago's historic Near West Side for the new campus.

Named the University of Illinois at Chicago Circle (UICC), the new campus opened in February 1965. Circle (as it was called) was a degree-granting institution, with ambitions to become a great university. Within five years of the campus' opening, virtually every department offered graduate degrees. In 1982, the Circle and Medical Center campuses consolidated to form the University of Illinois at Chicago (UIC). This merger strengthened UIC's potential for scholarly excellence, and pushed UIC to Carnegie Research I institution status in 1987 (now the Carnegie classification of RU/VH: Research Universities [very high research activity]).

The Campus

UIC's mission, which can be summarized as "access to excellence and success," provides educational opportunity and life advantages for people in Chicago, in Illinois, and across the nation. UIC students come from every economic stratum; most are from Chicago and its suburbs, although many of them or their parents began life in other parts of the world. The University's mission to be inclusive and engaged while striving for the highest academic standards has been possible because the superb faculty blends outstanding scholarship with a commitment to teaching students and involving them in scholarly endeavors.

UIC's goal is to become the premier urban public research university in the United States. UIC is part of the three-campus University of Illinois system, has a \$1.95 billion budget, and over \$340 million in annual research expenditures. With a student body of more than 27,000 students, 39 percent of them professional or graduate students, UIC is the largest university in Chicago. It has 15 colleges and the state's major public medical center.

UIC is truly an urban campus. For all the changes in the site and size of its campus and the development of its research and academic programs, UIC remains inextricably tied to the city of Chicago. Those ties are affirmed by UIC's Great Cities Commitment: partnering with hundreds of government agencies, community organizations, businesses and schools, UIC faculty and staff improve the quality of life in Chicago and other urban areas through teaching, research, service, and economic development. UIC's connection with, and impact upon, the city, state, and beyond are profound. For example, the University of Illinois Hospital and Health Sciences System (hospital and clinics) serve more than 600,000 patient visits annually. An estimated one in six

Illinois physicians, 44 percent of the state's dentists, one in 20 RNs, and one-third of the state's pharmacists are UIC alumni.

The UIC College of Education is a major producer of Chicago public school teachers. UIC architecture alumni have left their mark on cities around the globe, including the world's tallest building in Dubai and Chicago's Millennium Park. UIC's theater program is under the direction of a member of Chicago's internationally acclaimed Steppenwolf Theater Company.

UIC occupies approximately 243 acres in a mid-city location west of Chicago's downtown business district. Including the Quad Cities, Rockford and Peoria health sciences campuses of UIC, the total acreage is almost 300 acres. UIC has more than 15 million gross square feet in almost 117 buildings (including the regional campuses). More than 1 million net square feet are assigned to research.

The University of Illinois at Chicago (UIC) Mission

- To provide the broadest access to the highest levels of intellectual excellence.
- To create knowledge that transforms our views of the world and, through sharing and application, transforms the world.
- To provide a wide range of students with the educational opportunity only a leading research university can offer.
- To address the challenges and opportunities facing not only Chicago but all Great Cities of the 21st century, as expressed by our Great Cities Commitment.
- To foster scholarship and practices that reflect and respond to the increasing diversity of the U.S. in a rapidly globalizing world.
- To train professionals in a wide range of public service disciplines, serving Illinois as the principal educator of health science professionals and as a major healthcare provider to underserved communities.

Students

The North Central Association Accreditation team in 2007 wrote "UIC boasts a level of diversity that many institutions in the nation can only dream about." Among UIC's student population no racial or ethnic majority exists. Students are applying in increasing numbers and they reflect the diverse, global nature of Chicago and today's world. Speaking to UIC's mission as a portal of

opportunity, a significant percentage of students speak English as a second language and are the first in their families to attend college. The campus takes pride in the racial and ethnic diversity, but also recognizes there are still additional strides to be taken.

There are 16,911 undergraduates; 28% of the first year students have graduated in the top ten percent of their high school class. There are more than 10,600 graduate and professional students enrolled.

The Position

Reports to: Chancellor; Senior Associate Vice President for Business and Finance

Supervision: (May supervise any or all of the following): Directors of Facilities Management, Capital Programs, Utilities, Environmental Health and Safety, Chief of Police, and the Associate Chancellor for Sustainability

This position is responsible for directing campus support services, including facilities management, capital programs, space analysis, campus police, transportation, mail services, parking, environmental health and safety, and sustainability in a cost effective and responsive manner that supports the educational, research, public service, and patient care functions of UIC; advises campus leadership and university administration regarding capital projects, emergency management, campus security and public safety for the UIC campus.

Reporting directly to the Chancellor, this position is responsible for an approximate \$100 million operating budget, close to 1,000 departmental employees, 242 acres and 117 buildings. Direct report to the Senior Associate Vice President for Business and Finance for capital projects exceeding \$250,000.

Responsibilities/Essential Duties

- Provide administrative oversight, leadership and management to the UIC Police Department, Offices of Facilities and Capital Programs, Utilities, Transportation, Mail Services, Parking, Environmental Health and Safety, and Sustainability.
- Lead and ensure the study, analysis and implementation of the UIC Campus Master Plan long range master plans through a campus vetting process, preparation of reports, presentations, studies, and special projects related to the planning, design, and

construction of University capital projects, including follow-thru and management of Board of Trustees review and approval.

- Administer and provide leadership in the planning, design and construction professionals (both internal and external) who provide capital project services that ensure that the work is functional, sustainable, well designed, aesthetic, and cost effective, in accordance with legal requirements, State regulatory, Agency code, and University policy compliance.
- Oversee the development, implementation, communications, and maintenance of the emergency management program for the campus, establishing priorities, reports, and procedures, including assistance with the development of individual administrative unit and college business operating plans.
- Serve on the Chancellor's leadership team and advise on campus facilities and capital program matters, including service as UIC's chief liaison with University Administration in representing the campus' capital priorities and needs while strategically ensuring UIC's position in overall University of Illinois capital priorities.
- Develop and facilitate complete 5-year unit master plans for Campus Facilities; Deferred Maintenance; Utilities; Beautification; and Sustainability consistent with the campus mission and that promote safety, reliability, and efficiency, including effective stewardship of resources and the campus environment.
- Plan, assign, and review work of staff to ensure that group objectives are met. Hire, train, develop, and manage staff to ensure that a qualified staff exists to meet group objectives.

Knowledge & Skills, Education, Experience

- Master's Degree required. Ph.D. preferred.
- Minimum of eight years of related and progressively responsible work experience, including administrative work, preferably at an institution of higher education.
- Demonstrated experience in managing multiple, complex enterprises and projects in a comprehensive university setting including a relationship with the hospital, clinics, lab spaces, and related regulatory agencies.
- Recognized experience and demonstrated success working in a large and highly complex labor, civil service, and bargaining unit organizational structure with a demonstrated commitment to diversity.
- Proven ability to interact professionally with a wide variety of internal and external constituent groups including faculty, staff, students, community, corporate, and governmental (city, county and state) entities.

- Understanding of regulatory and legal issues surrounding major land and facilities development projects involving public-private, public-public, and public-governmental partnerships.
- Working knowledge of a preventative maintenance program including mechanical and structural operations, custodial, grounds, law enforcement, crafts, trades, and vehicle fleet operations and maintenance.
- Experience and demonstrated ability to consider an entire project including consideration and planning for all the cost elements, quality of service provided, and timeline adherence on a project-by-project continual basis.

Additional Preferred Qualifications

- A strategic national academic and administrative leader grounded in personal integrity with the ability to energize, inspire, and encourage innovation and collaboration.
- Administrative experience with supervision, planning, and fiscal management.
- Excellent communication and negotiation skills to represent the university to internal and external audiences.
- Experience working in/the nuances of a complex multi- constituent/stakeholder environment.
- Successful, proven experience in administrative leadership within academia, or in a comparable position in a leading non-academic institution.
- Ability to articulate and bring into effect the vision of the chancellor and the overall mission of the university.
- Demonstrated success in recruiting, developing, evaluating and retaining professional staff.
- Ability to foster and promote gender equity and ethnic diversity among staff to enrich the university and preserve the uniqueness of UIC.
- An enterprise level leader/change agent with strong planning, operations, continuous process improvement experience, and focus on service.
- An established record of personal and professional ethics, character, and integrity.

Working Conditions

General office environment. Occasional need to visit and inspect facilities and sites key to the delivery of mechanical and other support services to the campus. Regular travel not expected but

may occur occasionally around scheduled and special events, including required attendance at all Board of Trustees meetings. Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer key boards.

Procedure for Candidacy:

Applications should be accompanied by a letter of application and curriculum vitae. Applications and nominations will be accepted until the position is filled.

UIC has a strong commitment to serve its highly diverse community. As such, UIC especially welcomes applications from women, underrepresented minority group members, persons with disabilities, members of sexual minority groups, and others who would enrich the University's research, teaching, and Great Cities' mission. The University of Illinois is an Equal Opportunity/Affirmative Action Employer.

The University of Illinois at Chicago is being assisted by Harris Search Associates for this search. Please contact to Jeffrey Harris, Managing Partner for further detail.

Contact Info: Jeffrey Harris, Managing Partner

Tel: 614-798-8500 ext. 125

Cell: 614-354-2100

Email: jeff@harrisandassociates.com

www.harrisandassociates.com

