



The Spelman & Johnson Group

Search Associate Position Specification

An Overview of SJG – The Spelman & Johnson Group

Founded in 1990, the mission of SJG is to provide exceptional, ethical service to our clients in the search and consulting processes—meeting the needs of the client and working to ensure an exemplary match between our client institution and the right higher education professional. SJG leverages its knowledge of the higher education marketplace and the talent base of administrative leaders and managers to ensure an effective outcome matching our client’s unique needs. Working with institutions nationwide, SJG undertakes search assignments in all professional areas—presidents, student affairs, enrollment, academic affairs, finance, and advancement.

SJG provides outstanding search and consulting services to institutions of higher education based on three key principles—ethics, communication, and service. We strive for clear and direct communication with clients and candidates. We strive to make the best use of available resources in facilitating the smooth and efficient delivery of services, operations, and processes. We believe that every client and every candidate should expect nothing less than honest and ethical efforts, on their behalf, at every juncture of the search process.

Duties and Responsibilities of the Position

The primary function of the Search Associate is to lead, manage, and administrate searches. The Search Associate represents SJG externally to clients and candidates, and performs the functions necessary to manage the entire search process. Additionally, the Search Associate supports the general work and operation of the firm and works productively with all staff to ensure the smooth operation of each search.

Search Management

- Serve as a primary or secondary contact with the client—making visits to the client campus; developing and writing job related materials including a position announcement, position description, and summary of the institutional needs for the position; communicating the search process and role of SJG in the process to the client; developing a marketing plan for the position, coordinating the job flow and schedule, and providing information with regard to SJG’s policies and procedures such as candidate confidentiality to the client.
- While serving as search lead, ensure that all administrative aspects of the search process are completed and manage the process in conjunction with direction given by the lead or in partnership with the client.
- Develop a research plan and outreach strategy to build and qualify a pool of candidates using a variety of methods.

- Ensures that candidates are vetted, referenced, and interviewed completely and thoroughly, works with staff to manage this process, and communicates this information to the client in a manner that conforms to all applicable State and Federal privacy laws.
- Work with candidates to inform them throughout the entire search process of their status and standing; ensure candidates have all the information about the position that they require; plan and administrate candidate phone interviews, airport interviews, and travel.
- Collaborate closely with SJG central staff from job inception to job closing in gathering information for the firm's database, disseminating job announcements, managing the interview/reference process, and communicating efficiently and in a timely manner with both clients and candidates about the status of the search process.

Business Development

- Serve as a representative of SJG for sales and marketing contacts
- Develop a designated business development list and be proactive in soliciting, managing, and closing sales leads
- Organize annual outreach trips to previous clients, candidates, professionals that have been part of search processes, and potential clients as defined

External and General Corporate Responsibilities

- Understand the mission of SJG
- Understand the critical issues which affect the search and hiring processes within higher education
- Represent SJG at designated professional conferences and serve as SJG liaison with designated professional organizations
- Serves as a presenter and/or panelist at designated seminars/conferences/programs
- Be a full participant in all activities of the firm
- Evaluate and make recommendations to improve systems and operations
- Participate in the development and evaluation of corporate search policies and procedures
- Develop and maintain effective working relationships with staff and business partners
- Be an effective participant in the team structure of SJG

Characteristics/Expectations of the Successful Candidate

The successful candidate will ideally possess the following qualities/attributes/experience:

- Be organized, assertive, and proactive
- Be responsive and work with a sense of urgency
- Use good judgment and seek the highest professional standards of conduct and diplomacy
- Be creative and an aggressive strategist; actively contribute thoughts and ideas. It is expected that the person in this position will not only plan and carry out the operations of SJG, but will evaluate and recommend strategies to improve upon its results.
- Work to meet specific, measurable set goals for both business development and search assignments and evaluate the progress toward these goals
- In general, accurately and clearly assess and communicate organizational priorities and opportunities for SJG to a wide variety of constituencies.
- Recognize the sensitive and confidential nature of the information handled by SJG and exercise appropriate discretion in our competitive environment.

- As this position has the potential to be a telecommuting position, the successful candidate must possess the skills necessary to ensure a smooth remote office operation. This includes the ability to rely upon support staff in another location, having local resources in place to function as an independent business when needed, and effectively communicating what cannot be verified in person.
- Possess strong professional networks and have been part of the leadership structure of higher education professional organization.

Qualifications

The successful candidate will possess a bachelor's degree, master's degree is preferred, and ten years of demonstrated progressive experience in planning, organizational development, and partnering within a higher education environment. The successful candidate will be self-motivated and will have the ability to work independently, to focus intently on details, and to serve both clients and candidates with insight, professionalism, and confidentiality. Additional skills include exceptional writing abilities, strong public speaking, and critical and creative thinking. Substantive work in higher education professional associations at the national or regional level is required. Strong technology skills are highly desirable.

Benefits Overview

This is a partial list of benefits provided by SJG:

- Healthcare coverage
- Dental coverage
- Long term disability insurance
- Simple IRA plan
- SJG offers partner benefits

This position has the option of telecommuting from a home based office or working out of our SJG corporate offices in Easthampton, Massachusetts. This position also requires extensive travel for search assignments, business development, and conference exhibit programs as well as evening and weekend work.

Application and Nominations

Review of applications will begin immediately and will continue until the position is filled. A resume with an accompanying cover letter may be submitted via the SJG website at www.spelmanandjohnson.com under the "Open Positions" link. If you are unable to submit materials electronically, or would like to make a nomination for this position or a confidential inquiry about this search, please contact Ellen Heffernan at eth@sjgsearch.com or call 413-529-2895.

For additional information about SJG please visit our website at www.spelmanandjohnson.com.

Affirmative Action/Equal Opportunity Employer.

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