

# Lewis & Clark



## Position Profile

Vice President, Chief of Staff, General  
Counsel and Board Secretary

January 2018

*This search is managed in partnership with Summit Search Solutions, Inc.*

## The College

---

Nestled among towering trees and trillium-lined creeks, **Lewis & Clark College** - one of the many wonders of Portland, Oregon - is located in the vibrant city that the New York Times calls “one of our national capitals of cool.”

[Lewis & Clark College](#), is a private institution with a public conscience and a residential campus with global reach. It’s a place where ideas are explored and problems are solved through interdisciplinary and global perspectives; where new knowledge is generated through collaborative faculty-student research and inquiry. The College offers an education built from the time-tested elements of careful study, original research and spirited debate. Lewis & Clark College serves 3,200 students in three primary schools - The College of Arts and Sciences, the Graduate School of Education and Counseling, and the Law School. With a strong foundation in international programs, outstanding science programs, a top-ranked environmental law program, world-class undergraduate and graduate teaching, and a distinguished faculty - the institution is at a moment of great opportunity.

Established in 1867, Lewis & Clark is one of only a few liberal arts institutions with top ranked, high quality professional programs located in a major city. Its academic units have received top tier rankings according to U.S. News and World Report’s list of America’s best liberal arts colleges and law schools, and are highly regarded on a national and international level. In addition to the quality of its academic programs, the College is known for its teaching excellence, global engagement, environmental leadership, and strong sense of civic responsibility. The 2017-18 academic year marks the celebration of the College’s 150th anniversary. Equally important, the institution is poised for a bright future under the leadership of its newly appointed and energetic President, [Wim Wiewel](#).

## The Position

---

The **Vice President, Chief of Staff, General Counsel and Board Secretary** is responsible for a broad and complex set of assignments related to the duties of the President including, but not limited to direction and management of the President’s agenda and priorities. This includes projects assigned by the President; assisting the President as he undertakes major programmatic, management and administrative responsibilities; demonstrating a commitment to continuous quality improvement and providing outstanding service to a variety of College stakeholders. In the General Counsel role, this individual will manage all legal affairs of the College and Board of Trustees, and provide legal support, advice and assistance to the President, Board of Trustees, executive officers, and various departments of the College. This position also serves as the Secretary to the Board of Trustees (currently a 30-member body that includes alumni, business and civic leaders, and prominent members of the community).



## Position Responsibilities:

---

- Participates as a member of the Lewis & Clark College Executive Council.
- Ensures Executive Council focus on the priorities in the new Lewis & Clark Strategic plan.
- Enhances coordination and synergy among college units.
- Manages the essential administrative functions of the Office of the President and supervises the President's staff.
- Anticipates problems, critical issues, and opportunities as they arise and recommends appropriate action to the President.
- Represents the President at meetings, as requested.
- Serves as General Counsel to the President, Board and Executive Officers of the College regarding College business.
- Manages legal and trustee budgets.
- Develops and implements training as necessary for various constituencies regarding legal duties and compliance.
- Represents the College in the legal and business community.
- Conducts bargaining and advises on labor issues with unions.
- Serves as the Secretary to the Board of Trustees.
- Assumes responsibility for organizing the Board of Trustees' work, coordinating the materials and reports of the Board, and ensures that adequate Board minutes and records are kept.
- Reviews, organizes and interprets all Board Policies of the College.

## Qualifications:

---

- *Juris Doctorate* (J.D.) from ABA accredited law school and member of Oregon State Bar, or willingness to become a member of Oregon Bar as soon as reasonably possible.
- Minimum eight (8) years of legal experience in positions of increasing responsibility.
- Minimum eight (8) years of experience working in a college or university.
- Experience and knowledge necessary to personally provide or select outside counsel to provide necessary legal services for the College.
- Ability to supervise staff, work well with people and tolerate ambiguity.
- Very strong written and oral communication skills.
- Sound business judgment.
- Ability to set priorities and balance a wide variety of tasks and responsibilities.
- Use confidentiality and judgment in dealing with sensitive issues.
- Experience in building and working with diverse teams.
- Experience in developing and managing budgets.
- Demonstrated ability to manage challenging situations and multiple priorities through to completion, solve problems effectively, and work both independently and as a team member.
- Demonstrated strategic and critical thinking skills.
- Ability to exercise discretion and respond to changing priorities and crisis situations.

## To Apply

---

Confidential review of applications will begin immediately and continue until the position is filled; parties who apply by **February 16, 2018** will be given first consideration. To apply online, go to <https://www.highereddecisions.com/sss/> and select this vacancy. Please submit a PDF version of your curriculum vitae, letter of interest and a separate, 1-page diversity statement upon application. The diversity statement should outline your experiences with diversity, equity and inclusion. Those experiences can include, but are not limited to the following: lived experience as a member of an underrepresented group; experience living and meaningfully interacting with individuals with a variety of identities; and professional development or other training in diversity, equity and inclusion. If your experiences are different from those listed and you have a commitment to diversity, equity and inclusion, please explain how you will manifest that commitment in this position.

All applications and nominations will be held in confidence.

### For nominations or further information:

**Dr. Sona K. Andrews**

Senior Consultant

Summit Search Solutions, Inc.

Phone: 208-577-8981

[sandrews@summitsearchsolutions.com](mailto:sandrews@summitsearchsolutions.com)**Stephanie Fowler**

Senior Consultant

Summit Search Solutions, Inc.

Phone: 530-677-9945

[sfowler@summitsearchsolutions.com](mailto:sfowler@summitsearchsolutions.com)

The College explicitly acknowledges and affirms its conviction that diversity with respect to race, ethnicity, national origin, socio-economic background, religious orientation or spirituality, physical or sensory disability, gender, and sexual orientation on the Lewis & Clark campus provides an educational benefit for all students that can be realized only if students and education professionals from diverse backgrounds are present in significant numbers within our learning community. In creating and sustaining such a community, we engage, to the extent possible, in practices that will ensure a high degree of diversity on our campus, simultaneously meeting the highest standards of academic excellence of which we are capable.



*[Summit Search Solutions, Inc.](http://www.summitsearchsolutions.com) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including Oregon, California, Arizona, New York and North Carolina.*



## Portland, Oregon

---

Whether you see Portland, Oregon, as a small town with a big-city feel or a big city that feels like a small town, it is a cool place to live. Located on the banks of the Willamette River only 90 minutes from snow-capped peaks and the Pacific Ocean, you might not realize Portland's bustling downtown and waterfront are the heart of a metropolitan region with more than 2 million people. Twelve bridges span a wide elbow of the Willamette River, connecting the east and west sides of town. Throughout the metro area are thriving neighborhoods filled with restaurants, record shops, bars, funky clothing stores, antique malls and art galleries. Portland also has an abundance of movie theaters, new and used bookstores (including Powell's, the largest bookstore west of the Mississippi), coffee shops and clubs.

Art lovers can enjoy the Portland Art Museum, the Oregon Historical Society, a performing arts complex and a concert hall. For the sports-minded, the Portland area has its own NBA team (the Trail Blazers) and a major league soccer team (the Timbers) as well as minor-league baseball and hockey teams. Outdoorsy types love Forest Park, the largest city park in the nation, with 5,000 acres of hiking and biking trails, a zoo, public gardens and beautiful old-growth woods. And all of this is connected by one of the world's leading public transportation systems, a combination of buses, streetcars, and light-rail trains, making the entire metro area only a couple stops away.

If you like day trips, a short drive in any direction will lead you to some of the most breathtaking scenery in the world: mountains, seashore, river gorge and desert.

Oregon is the second most popular state to move to with 61% inbound migration. Portland is attracting both older individuals and young people with its mix of economic growth, cutting edge urban planning and scenic landscape. (*Forbes*)

*For more information on Portland, Oregon:*

---

Travel Portland: <http://www.travelportland.com/things-to-do/>

Portland Business Alliance: <http://portlandalliance.com/>

Portland Parks and Recreation: <https://www.portlandoregon.gov/parks/35300>

City of Portland: <https://www.portlandoregon.gov/>

On clear days, the Cascade Range volcanoes Mount Hood and Mount St. Helens loom on the Portland horizon. Both snowcapped peaks are just a short drive from the city.

Stretching above 11,000 feet, Mount Hood is Oregon's highest point. It's a downhill and cross-country skiers' paradise and summer training home for the US Olympic ski team with its year-round snow. During the spring and summer, campers pitch their tents on glassy mountain lakes along the Pacific Crest Trail.

---

If it's ocean you're looking for, the Oregon Coast is a year-round playground for adventure-seekers and beachcombers alike. Along the scenic coast Highway 101 you'll find quaint beach towns and wind-racked headlands hundreds of feet above the crashing Pacific, and miles of un-peopled beach, all of which is accessible to the public by law. Wild flowers grow atop massive cliffs, and eons of wind and angry waves have carved giant boulders into caves and lovely cathedral-esque hollows. Bring your wetsuit and surf or sea kayak among the sea lions instead of the crowds.