University of Tennessee Job Description:
Executive Director of UT Space Institute

Unit: UT Space Institute
Date: June 16, 2015
Job Code: 30000217
Pay Grade: 53
Supervisory Responsibility: Yes

General Description:
The University of Tennessee Space Institute (UTSI) is a graduate education and research center located in Tullahoma, Tennessee, adjacent to the U.S. Air Force Arnold Engineering Development Center. UTSI has major research and graduate programs in aerospace, mechanical and biomedical engineering; propulsion; materials science, including laser applications; physics; atmospheric/environmental airborne science; industrial engineering; and engineering management.

The Executive Director reports directly to the Chancellor of the University of Tennessee, Knoxville and is responsible for executive management of UTSI and its programs. The Executive Director also provides visionary leadership in the development and substantial growth of UTSI’s current areas of expertise as well as potential new areas, such as: alternative energy and systems engineering. In addition, the Executive Director exhibits leadership and direction for the Institute’s graduate and certificate programs that serve employees of the Arnold Engineering Development Center as well as part-time students across North America. Furthermore, the Executive Director is expected be actively engaged with: community, state, and national leaders; executives of partner agencies and organizations; alumni; donors; and other stakeholders.

Duties and Responsibilities:

• Provides leadership and supervision for the planning, organizing, and coordinating of UTSI while also achieving institutional goals and objectives.
• Develops and implements short- and long-term organizational goals, objectives, strategic plans, and operating procedures for UTSI.
• Designs, implements, as well as maintains an organizational structure and staffing to effectively accomplish UTSI’s strategic goals, mission, and priorities.
• Reviews strategic outcomes with the Chancellor to ensure progress is accomplished and identifies ways to improve.
• Oversees recruitment, training, supervision, professional development, and evaluation of the Institute’s staff and coordinates with the deans and department heads on the Knoxville campus who are oversight over UTSI’s faculty recruitment, searches, annual reviews, as well as promotion and tenure.
• Oversee decisions on funding availability for faculty positions at UTSI and makes decisions on allocation of resources to faculty including raises, startup funds, and faculty incentive programs in consultation with department heads associated with the academic programs.
• Ensures that the operations of UTSI fulfill the mission of the University and are in compliance with federal and state regulations and reporting requirements.
• Maintains a visible profile and fosters communication with both internal and external constituencies.
• Develops and executes strategies for disseminating information to appropriate institutional leaders, policymakers, and other stakeholders.
• Develops communications and public relations strategies on behalf of UTSI.
• Ability to work collegially with a wide variety of constituencies and team members.
• Oversees UTSI’s financial operations and develops an annual budget for the Institute.
• Takes a leadership role in promoting and obtaining grants and other forms of scholarship.
• Performs other related duties as required.
Minimum Qualifications:

**Education:** Requires a Ph.D.

**Experience:** Requires a record of accomplished scholarship and funded research equivalent to that of a full professor or equivalent research/development in corporate and/or government programs; the capacity to inspire faculty and staff as well as drive institutional excellence academically, administratively, and financially; experience in developing and managing multi-disciplinary research programs; a commitment to quality and integrity; strong skills in communications and interpersonal relations, including conflict resolution and long-range program planning; proven experience in management and leadership in a department/institution that highly values graduate-level research and teaching. Experience with federal agencies—especially the Department of Defense, Department of Energy, and the National Aeronautics and Space Administration—aerospace agencies and firms, as well as applied research and testing for both public and private sectors is desired.

**Skills:**
The Executive Director will have significant knowledge and understanding of higher education. Specific skills include:

- Demonstrated leadership skills and abilities.
- Strong management skills.
- Independent, confident, self-starter with the ability to make decisions and to provide support.
- Understanding of state and federal laws and regulations, as well as UT policies.
- History of successful collaboration with multiple constituencies.
- Ability and willingness to delegate effectively and to hold direct reports accountable.
- Skilled decision-maker, with transparency in decision-making and management.
- Demonstrated ability to contribute in meaningful ways to the diversity and intercultural goals of the university.
- Exceptional skills in communications and interpersonal relations.
- Demonstrated commitment to and knowledge of affirmative action and EEO requirements.
- Ability to travel as needed.

**Behaviors:**
Demonstrated behavioral expectations include:

- Unquestioned integrity and trustworthiness.
- Commitment to the University’s mission and strategic plan.
- Inspires other to come together and perform well.
- Ability to make good, consistent, and fair decisions (based on fact and data).

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.