

11 פברואר 2021  
כ"ט שבט תשפ"א

## דרוש/ה

# Liaison to the Board of Governors University President

The Liaison to the Board of Governors of Ben-Gurion University on the Negev works within the Office of the President in coordination with the Vice-President for Resource Development. The Liaison is responsible for the proper functioning of the Board of Governors, including communications with board members, following of by-laws, involvement in planning and operation of meetings of the Board of Governors, and general administration of University awards such as the Honorary Doctorate.

### **Specific responsibilities include:**

#### Board of Governors administration

- Ensures adherence to all items in the By Laws.
- Responsible for convening of forums, committees, procedural matters, communication of decisions.
- Nomination procedures, membership requirements and time-limits, and formal communication with members.
- Ongoing maintenance of members database.
- Responsibility for initiation training for new members.
- Maintaining individual and group communication with board members.

#### Liaising with the Chair of the Board of Governors and Chair of the Finance Committee

- Represents the Chair of the Board of Governors to the University Executive Council.
- Ensures that both are regularly updated regarding the University.
- Coordinates visits to Israel and travel to other BGU events.

#### Liaising with the President

- Proactive in ensuring regular communication between the President and Chairman and Vice Chairs.
- Proactive in ensuring regular communication between the President and Board Members.

#### Annual Board of Governors Meetings

- Ensuring scheduling according to By Laws.
- Responsibility for all BOG formalities and compliance with By Laws.
- Pre- and post- communication with Board Members.

#### Honorary Doctorate and Other Award Recipients

- Administering the selection process and follow-up.
- Communication with award recipients and relationship management on behalf of the President.
- Coordination of visits to Israel of award recipients.

### **Required Knowledge and Skills**

The requirements listed below are representative, though not exhaustive, of the knowledge, skill, and/or ability required.

- An understanding of and strong commitment to the mission of Ben-Gurion University.
- Excellent verbal/written communication skills.
  - o English – Native language
  - o Hebrew – Strong spoken skills; working writing/reading skills
  - o Additional languages - advantage
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills, including discretion, tact, and confidentiality.
- Proficient in the use of Office365 programs and use of the Internet to access data, maintain records, generate reports, and communicate with others.

### **Required Education and Experience**

- Bachelor's degree or Master's degree from an accredited college or university.
- Minimum of five (5) years of progressively responsible experience which includes managing administrative and strategic initiatives in higher education, or in the public or private sector.

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The position is for one year and provides access to additional positions within the University.

Candidates with high compatibility with the position description will be invited for an interview.