



CHANCELLOR'S OFFICE

University of Alaska Anchorage

100 University Ave.

Anchorage, Alaska 99502

Dear Mr. Powers:

I am pleased to hear that you are interested in the position of Interim Campus Director. The University of Alaska Anchorage is currently seeking a highly motivated and experienced individual to lead our campus in the absence of our current Campus Director.

The position is a full-time, temporary position for a period of 12 months, starting on 10/1/2011. The position reports to the Chancellor and is responsible for the overall management and operation of the campus. The successful candidate will be responsible for the following duties:

• Provide leadership and direction to the campus community.

• Manage the campus budget and ensure financial stability.

• Oversee the campus operations and ensure the highest quality of service.

• Represent the campus in all public and official functions.

• Collaborate with the Chancellor and other campus leaders.

• Ensure compliance with all applicable laws and regulations.

• Foster a positive and inclusive campus environment.

• Promote the University's mission and values.

• Support the academic and student success efforts.

• Manage the campus risk and ensure the safety of the campus.

• Oversee the campus facilities and ensure their proper maintenance.

• Manage the campus information technology systems.

• Oversee the campus human resources and ensure the highest quality of staff.

• Manage the campus public relations and ensure the highest quality of communication.

• Oversee the campus legal and compliance efforts.

• Manage the campus environmental and sustainability efforts.

• Oversee the campus research and innovation efforts.

• Manage the campus international and global relations efforts.

• Oversee the campus community and public service efforts.

• Manage the campus emergency and disaster preparedness efforts.

• Oversee the campus health and safety efforts.

• Manage the campus accessibility and equity efforts.

• Oversee the campus diversity and inclusion efforts.

• Manage the campus ethics and integrity efforts.

• Oversee the campus governance and policy efforts.

• Manage the campus strategic planning and implementation efforts.

• Oversee the campus quality assurance and improvement efforts.

• Manage the campus accreditation and assessment efforts.

• Oversee the campus research and evaluation efforts.

• Manage the campus data and information management efforts.

• Oversee the campus research and development efforts.

• Manage the campus intellectual property and technology transfer efforts.

• Oversee the campus research and innovation efforts.

• Manage the campus international and global relations efforts.

• Oversee the campus community and public service efforts.

• Manage the campus emergency and disaster preparedness efforts.

• Oversee the campus health and safety efforts.

• Manage the campus accessibility and equity efforts.

• Oversee the campus diversity and inclusion efforts.

• Manage the campus ethics and integrity efforts.

• Oversee the campus governance and policy efforts.

• Manage the campus strategic planning and implementation efforts.

• Oversee the campus quality assurance and improvement efforts.

dedication and commitment of your staff. This commitment gives me confidence that our business leaders and the Planning and Budget Committee will be successful in their efforts.

Sincerely,
Michael Powers