

# Leadership and Career Development in IR

Dr. J. Lee Skinkle

Provost

Southwest Baptist University

Bolivar, MO

# My Higher Education Background

## ▶ Southwestern Baptist Theological Seminary

- ▶ Financial Aid - Associate Director
- ▶ Directed Study in Accreditation

## ▶ Belhaven University

- ▶ Director of Institutional Assessment
- ▶ Director of Institutional Effectiveness, Assistant Professor of Business
- ▶ Dean of Academic Enhancement
- ▶ Assistant Vice President for Academic Enhancement
- ▶ Associate Provost

## ▶ Southwest Baptist University

- ▶ Provost

# Start with yourself

- ▶ Know your strengths
- ▶ Know your weaknesses
- ▶ Understand your own job
- ▶ Do your best at what you have
- ▶ Develop your skills (more on this later)

# Where do you want to go?

- ▶ Senior Analyst? Director? Dean? Assistant Vice President?
- ▶ How do you know what you might want to do?
  - ▶ Are you happy?
  - ▶ Are you indispensable?
  - ▶ What might happen tomorrow?
- ▶ How do you position yourself?
- ▶ Prepare for the unknown

# Be Organized

- ▶ Set a file structure
  - ▶ Be consistent in naming
  - ▶ Be consistent in filing
- ▶ Organize Email
  - ▶ Use Rules
  - ▶ Use Folders
- ▶ Only use paper if you have to

# Know your institution

- ▶ What is the structure
- ▶ What are the power structures
- ▶ What are the strengths and weaknesses
- ▶ How are decisions made
- ▶ How is information obtained
- ▶ What are critical timelines

# Understand your profession

- ▶ Seek professional development
  - ▶ Read - Books and list serves
  - ▶ Join organizations (Like MAIR)
- ▶ Network
  - ▶ Find others that do things well
  - ▶ Find experts to connect with

# Understand how your role can help your institution

- ▶ Become trustworthy and a source of information
- ▶ Don't sugar coat bad information
- ▶ Be a calm and stable source
- ▶ Seek opportunities to provide interpretation
- ▶ Demonstrate ability to solve complex problems (whether or not they have come to you)



# Understand Communication

- ▶ Develop your EQ (Emotional Quotient or Emotional Intelligence)
- ▶ Observe when and how decisions are made
- ▶ Seek opportunity:
  - ▶ to provide answers to questions
  - ▶ and raise questions that are not being asked
- ▶ Timing is Everything

# Key Sources of Information

## ► Conferences

- SACSCOC Annual Meeting
- SAIR
- MAIR
- AIR
- EDUCAUSE

# Key Sources of Information

## ▶ Mailing Lists

- ▶ DOE Title IV list servs
- ▶ SACSCOC list servs
- ▶ CHEA
- ▶ Inside Higher Ed
- ▶ Chronicle - Academe Today, Wired Campus
- ▶ NACUBO
- ▶ University Business

# Other Sources

- ▶ University Memberships
- ▶ University Research Consortiums
  - ▶ Hanover
  - ▶ Education Advisory Board
  - ▶ Eduventures
- ▶ Secretaries on campus

# Implementation

- ▶ Be approachable
- ▶ Be assertive
- ▶ Be thoroughly prepared
- ▶ Be confident
- ▶ Always try to see beyond the scope you currently see

# Other Thoughts

- ▶ What have you done that you found helpful?
- ▶ What sources of information do you use regularly?
- ▶ What have you seen be effective?

# Closing

- ▶ Timing is Everything
- ▶ Do your best
- ▶ Outwork everyone around you

## Contact Info

Dr. Lee Skinkle

Provost

Southwest Baptist University

[lskinkle@sbuniv.edu](mailto:lskinkle@sbuniv.edu)