



WOMEN *in* MANAGEMENT

Empowering the Women of USC since 1979

HERS Institutes for Women in Higher Education Administration 2018 Nomination Criteria

The HERS (Higher Education Resource Services) Institutes are intended for women faculty and administrators whose background, experience, and present responsibilities indicate a potential for professional advancement in higher education administration and leadership. Previous participants include vice provosts, assistant vice presidents, deans, associate deans, chairs and directors in diverse administrative areas. Enrollment is limited.

Nominees from USC must be current full-time/benefits eligible USC staff or faculty. In addition, successful applicants will typically meet the following criteria:

1. At least five years of full-time experience at USC (or from another academic institution with a recent transition to USC), OR a successful career in another field to a senior position at USC;
2. Strong record of professional accomplishments demonstrated by movement into increasingly responsible positions (either through formal promotions or taking on responsibilities of greater scope and impact);
3. Strong commitment to a career in higher education administration as evidenced by career focus, applicable education, participation in professional associations, involvement in “extra curricular” committee or volunteer service at USC, and insights offered in application essay;
4. Career goals that require development of leadership skills in the university setting;
5. Completions of bachelor’s degree (with strong preference for advanced degrees);
6. Submittal of a letter of support from current supervisor or director; and
7. Commitment to leveraging the experience in some concrete way to benefit USC.

The application deadline is 3:00 PM, December 1st, 2017. Applications should be **submitted electronically** to Leonette Williams (lwilliams@law.usc.edu), Selection Committee Chair and Vice President, USC Women in Management. Phone: (213) 740-2635

PLEASE NOTE: USC Women in Management facilitates the review and selection process for the university-sponsored participants. There is a second application process for acceptance to the HERS Institutes for nominated candidates. More information about HERS is available at www.hersnet.org



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HERS Institute for Women in Higher Education Administration

2018 Application

Indicate which HERS Institute you are applying for (you may select only ONE):

- HERS Bryn Mawr Summer Institute: July 9-July 21, 2018.** Twelve-day core curriculum in two-week summer residency program on the campus of Bryn Mawr College in Philadelphia, Pennsylvania.
- HERS Institute at the University of Denver: June 18-June 30, 2018.** Twelve-day core curriculum in two-week summer residency program on the campus of the University of Denver in Colorado.

First Name: _____

Last Name: _____

Status: Faculty Staff Number of Years at USC: _____

Title: _____

School/Organization/Unit: _____

Telephone: _____ E-mail: _____

Please include the following with your application (required):

1. A current resumé or CV;
2. A personal statement of 300-500 words in length addressing the following:
 - Your immediate professional objective;
 - The path you would like your career to take, with specific focus on your goals for the next five years; and
 - How the HERS Institute would help you achieve your objectives; and
3. A letter of support from your supervisor or director.

The application deadline is 3:00 PM, December 1, 2017. Applications should be **submitted electronically** to Leonette Williams (lwilliams@law.usc.edu), Selection Committee Chair and Vice President, USC Women in Management.

For additional information contact:

Leonette Williams
Vice President, USC Women in Management
lwilliams@law.usc.edu
(213) 740-2635