**Executive Profile Content Form**

While many aspects of our Executive Search Profile are standard for each search, a great deal of the document must be customized to your individual search and goals. The remaining pages of this document provide prompts and requirements to help you gather and format the information needed.

Sections to complete

* Opportunity overview
	+ A brief overview of the position and its overall responsibilities. This is you opportunity to both explain the opportunity and sell it to potential candidates.
* Duties and responsibilities
	+ A more detailed breakdown of each responsibility area for the position.
	+ If there is a position description on file with HR, these must match the duties and responsibilities reviewed by Compensation.
* Requirements and qualifications
	+ A dual list of both required and preferred qualifications for candidates.
	+ If there is a position description on file with HR, these must match minimum and preferred qualifications that have been approved by Compensation.
* Search process overview
	+ A simple breakdown/overview of the search process candidates must follow.

**Please review this document in its entirety to ensure all sections are completed thoroughly and accurately. If you have questions regarding any section, please contact out office directly for more information.**

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| Opportunity Overview |
| Please use the space below to write an overview of the position and its overall responsibilities. Within your overview, please indicate clearly who the position will report to and include a concise statement which describes what qualities and skills a successful candidate will bring to the role.  |

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| Duties and Responsibilities |
| Please use the space below to list the specific responsibilities and sub responsibilities of the position. If you’d like, please feel free to include a 1-2 sentence opening/overview statement to precede the individual items. If there is a position description on file with HR, these must match the duties and responsibilities reviewed by Compensation.Individual duties and responsibilities should be listed using the following format:* **Responsibility Area 1 (e.g., Institutional communications and marketing)**
	+ Sub responsibility 1 (e.g., Supports enrollment and admissions efforts by providing strategic communications services to assist recruiting efforts and grow enrollment.)
	+ Sub responsibility 2
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* **Responsibility Area 1 (e.g., Institutional communications and marketing)**
	+ Sub responsibility 1 (e.g., Supports enrollment and admissions efforts by providing strategic communications services to assist recruiting efforts and grow enrollment.)
	+ Sub responsibility 2

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| Requirements |
| Use the space below to list all competencies/qualifications for the position. Please separate the different items as “Required” and “Preferred” so they can be properly formatted in the final document. If you’d like, please feel free to include a 1-2 sentence opening/overview statement to precede the individual items.If there is a position description on file with HR, these must match minimum and preferred qualifications that have been approved by Compensation. |

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| Search Process Overview |
| Use the space below to list all steps and requirements candidates must follow for your search process. As standard practice, the university requires that language be included related to certain steps and requirements for all positions at the institution. These pieces of information are as follows:* Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability or status as a protected veteran.
* In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.
* Applicants must be currently authorized to work in the United States at the time of employment.
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| Prewritten Profile Content |
| As mentioned earlier in this document, our Executive Position Profile allows you to decide if you’d like to include certain sections of prewritten content about the university and community. Selections of what you’d like to include should be made on the first page of this document, however, full text of each section has been included below for reference. These sections may not be altered when included with the final profile. |

**About the Institution**

Founded in 1863 as the nation’s first operational land-grant university, Kansas State University is a Tier 1 research university with more than 20,000 students, 1,300 faculty members, 2,900 staff members and three physical campuses: the main campus in Manhattan; the Kansas State Salina campus, home to aviation and technology programs; and K-State Olathe, which serves the industry and workforce needs of Greater Kansas City. K-State has nine colleges, Graduate School and Global Campus and offers more than 400 degrees and options, from bachelor’s to doctoral degrees. K-State Research and Extension also serves the citizenry with a presence in every county throughout Kansas and supports research in more than 20 K-State departments. K-State has an annual budget of more than $900 million. K-State is known for the passion and pride of its alumni. With more than 200,000 living graduates, the K-State Alumni Association has been No.1 in the Big 12 for more than 25 years, based on the percentage of graduates who are members, and No. 4 among Power Five conferences. Private giving to the university is around $200 million per year, and the KSU Foundation has an investment pool and endowment of more than $950 million. The university and foundation recently completed a major fundraising campaign that raised $1.6 billion. The Princeton Review recognizes the university as one of the nation’s best colleges. Kansas State University has also been designated as an Innovation and Economic Prosperity University by the Association of Public and Land-grant Universities and is recognized as a Carnegie Community Engaged Institution. Commonly referred to as K-State, the university is proud of its welcoming environment.

**University Mission, Vision and Values**

The mission of Kansas State University is to foster excellent teaching, research and service that develop the highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation and the international community. The vision of K-State is that to lead the nation as a next generation land-grant university - setting the standard for inspiring learning, creativity, discovery and engagement that positively impacts society and transforms lives in Kansas and around the world. The University Values and Principles of Community guide how the community lives out its mission at Kansas State University. For more information about Kansas State University, please visit our University Profile.

**Diversity and Inclusion**

Kansas State University has a long, storied history of embracing diversity and inclusion as a core component of their educational mission. As the nation’s first operational land-grant, K-State has always admitted students without regard to race, gender, or creed. Their commitment to meeting the needs and interests of a diverse student body and preparing all constituents for meaningful engagement in an ever changing, diverse world is unwavering. They believe that diversity adds value to the educational fabric of their institution and students are encouraged to capitalize on the learning opportunities that differences can create. To learn more information about diversity and inclusion at K-State, please visit <https://www.k-state.edu/diversity-inclusion>.

**The Community (optional)**

Situated in the heart of northeast Kansas’ scenic Flint Hills, Manhattan’s 56,000 citizens enjoy a dynamic community with shopping, dining, entertainment, and nightlife. Manhattan is affectionately known as the “Little Apple,” a nod to its East Coast namesake, but has a vibrant culture all its own. Here is just a sampling of what residents look forward to year-round:

* Shopping, dining, and socializing in Aggieville, a local entertainment district with a fun, energetic vibe.
* A vibrant, revitalized downtown area with fine dining options and local boutiques.
* The Flint Hills Discovery Center, featuring exhibits about the beautiful surrounding region.
* Beautiful outdoor life at Sunset Zoo and The Gardens at Kansas State University.
* Recreation opportunities at the Konza Prairie, Tuttle Creek State Park, Linear Park Trail and more.
* The university’s McCain Performance Series, which hosts acclaimed Broadway musicals, comedians, musicians, and other entertainers.
* Exciting Big 12 athletic events (faculty and staff are eligible for discounted tickets).
* Colbert Hills Golf Course, ranked as the top public golf course in Kansas.
* Excellent K-12 education. The local high school ranks among the top 5 percent of U.S. high schools, and the district is home to several Kansas Master Teachers.

Learn more about the Manhattan community at manhattan.org or madeformanhattan.org