

# University of Houston – Clear Lake

## Position Description

Job Title: **Executive Director, BAHTEC**

Job Code: **2120**

Pay Grade: **090**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Ph.D.	
Experience	Ten years or more experience in educational & economic development for program initiation & operation.	Grants & management operations experience in higher ed; entrepreneurial background with institutional research, governmental funding, & local economic development relations a plus.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Bay Area Houston Technology and Education Center (BAHTEC or the Center) Executive Director will set up and direct overall functions of a new center for the development of bio-med, bio-tech, research, business acceleration, and workforce development, in cooperation with education K-20 in the Bay Area. He will have first line responsibility for all program operations, in cooperation with a Program Assistant for administrative operations. The Exec Director will be responsible to the Center's Executive Board, to the extent and limits set forth in the Operating Agreement, with limitations as defined in the Operating Agreement. The Executive Director will be responsible for forming an Executive Board, representing five founding members of the Center; be responsible for drafting the Articles of Incorporation, Operating Agreements (for the Executive Board, to be drafted from accepted operating agreement templates); to set forth guidelines for the Boards leadership and governance; oversee or ensure establishment of non-profit certifications and applications with legal direction for insurance and audit, with regard to funding and operations.**

Duties and responsibilities

% Time

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*This position description describes the general qualifications, duties and responsibilities of work being performed.*