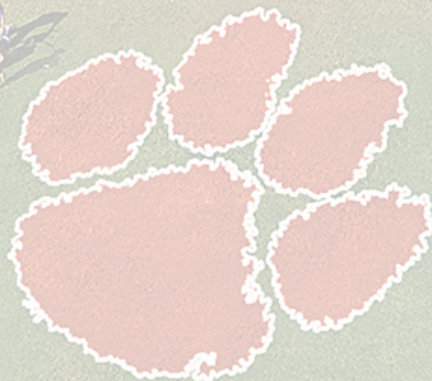


**Executive Secretary
to the Board of Trustees**

Position Profile



The Opportunity



Clemson University is seeking an experienced and trusted leader to serve as Executive Secretary to the Board of Trustees. This role oversees the operations of the University's governing board through thoughtful coordination, discernment, and strong institutional knowledge. As a member of the University's Executive Leadership Team, the Executive Secretary works closely with Trustees, the President, and senior administrators to support governance processes that are transparent, organized, and aligned with the University's mission.

The Executive Secretary manages the full lifecycle of Board activity, including agenda development, meeting planning, official records management, policy coordination, and compliance-related filings. This individual serves as the primary liaison between the Board and University leadership and requires the ability to build trusted relationships across a wide range of constituencies with professionalism, discretion, and diplomacy. Reporting directly to the Board of Trustees, the Executive Secretary also provides oversight for the Board of Visitors, the Office of Internal Auditing, and Cemetery Operations.

Clemson is a nationally recognized public research university with a strong sense of purpose, tradition, and public responsibility. The University seeks a candidate who brings experience supporting executive-level governance operations, excellent communication and organizational skills, and the ability to navigate a dynamic institutional environment with tact and credibility.

The scope of the role includes coordinating executive performance review processes, supporting board policy development, overseeing the Board Office budget, directing special projects, and maintaining the bylaws, charters, and governance records that support the work of the Board. Successful candidates will be collaborative, detail-oriented, and comfortable managing complex responsibilities with consistency and sound judgment.







For a leader who values meaningful institutional work, trusted relationships, and thoughtful stewardship, this role offers the opportunity to contribute at the highest levels of the University while supporting the long-term success of Clemson's mission and governance.



The Opportunity





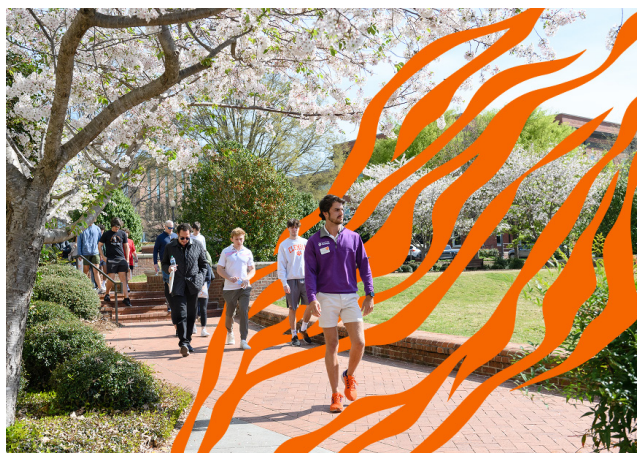
Opportunities and Expectations

-  **Board Governance & Operations** — Manage the complete cycle of Board and committee meetings—scheduling, agendas, materials assembly, minutes, logistics, and follow-up—ensuring every interaction reflects institutional excellence and strict compliance with open meetings law.
-  **Board Relations & Communications** — Serve as the primary liaison between the Board of Trustees and University leadership; build and sustain relationships with Trustees, the President, senior administrators, and external stakeholders with discretion and strategic clarity.
-  **Records & Compliance Oversight** — Maintain official Board records—policies, minutes, resolutions, and governance documents—and ensure timely submission of all reports, notices, and filings required by law, bylaws, or policy.
-  **Special Projects & Strategic Initiatives** — Lead high-stakes institutional projects including executive performance reviews, governance assessments, and policy development; manage complex timelines and ensure deliverables reflect Board expectations.
-  **Supervision & Budget Management** — Lead, develop, and evaluate Board Office staff; manage the annual Board Office budget with fiscal discipline; provide oversight for the Board of Visitors, Office of Internal Auditing, and Cemetery Operations.
-  **Special Events** — Plan and execute Board-sponsored events including the prestigious Clemson Medallion ceremony; coordinate Trustee participation in university functions and athletic events.

Qualifications



-  Bachelor's degree
-  Candidates should offer a minimum of ten years of progressively responsible experience in higher education administration, board relations, legal compliance, or executive-level operations



About the Board of Trustees



The Clemson University Board of Trustees is the governing body of one of the South's most consequential public research universities—and one of the most distinctive governing structures in American higher education. Its architecture traces directly to the last will and testament of Thomas Green Clemson, who founded the institution in 1889 and named the original seven trustees himself. That lineage is not ceremonial. It is constitutive: seven of the Board's 13 members are self-perpetuating successors, bound by Clemson's founding documents, while six are elected by the South Carolina state legislature. No other public university in the country is governed quite this way.

The Board sets institutional policy, approves budgets and major expenditures, and provides strategic direction to the President and senior leadership. It meets in full session quarterly and conducts substantive work through eight standing committees: Executive and Audit; Finance and Facilities; Compensation; Educational Policy; Institutional Advancement; Student Affairs; Agriculture and Natural Resources; and Research and Economic Development. Each committee operates with formal charges, defined membership, and active engagement from trustees who bring deep expertise in finance, law, healthcare, industry, agriculture, and public service.



BOARD AT A GLANCE

- 13** voting trustees
- 5** trustees emeriti
- 8** standing committees
- 4x/year** full board quarterly meetings



About the Board of Trustees



Board of Trustees Values

Clemson University was established to fulfill Thomas Green Clemson's vision of a "high seminary of learning" to develop South Carolina's material resources and create economic opportunities for its citizens. Today, Clemson is a nationally recognized land-grant research university providing students with the academic foundation they need to build meaningful careers and become leaders in their fields. Clemson is a student-centered institution whose mission is to educate students in a manner consistent with these values and to drive economic development in South Carolina. The Board of Trustees honors the intent of Mr. Clemson's will and shares the following values:



VALUES

Our values guide how we live, work and make an impact at Clemson University.



INTEGRITY

Be honest, trustworthy, responsible and ethical.



PATRIOTISM

Honor our military heritage and our commitment to duty, service, leadership, tradition and civic responsibility.



RESPECT

Value the rights of others, their individual differences, beliefs and ideas. Actively listen and communicate. Seek to understand the challenges they face and be tolerant and forgiving.



EXCELLENCE

Exceed expectations and continuously improve. Be creative and take appropriate risks. Learn from failure. Best is the standard.



DIVERSITY

Attract and retain students, faculty and staff with diverse backgrounds who come together as one inclusive Clemson Family.



SELF-RELIANCE

Work hard, exercise self-discipline, be results-oriented and dare to do the right thing, even when it is difficult or unpopular.



Nomination and Application Process



Greenwood Asher & Associates is assisting **Clemson University** in this search. Applications and nominations are now being accepted. Inquiries and nominations should be directed towards Lauren McCaghren with Greenwood Asher & Associates.

Jim Johnsen

Vice President of Executive Search

☎ (850) 867-8911

✉ jimjohnsen@greenwoodsearch.com

**Greenwood
Asher &
Associates®**

Lauren McCaghren

Assistant Vice President of Business Development and Client Relations

☎ (850) 797-0246

✉ laurenmccaghren@greenwoodsearch.com

Application materials should include:

- A letter of interest that clearly states the applicant's qualifications for the position
- A current curriculum vitae/resume

➡ [Clemson University – Executive Secretary](#)

For best consideration, please submit materials by June 5, 2026

Clemson University is an EEO/AA employer. Employment decisions are made without regard to characteristics protected by applicable law including disability and protected veteran status.



About Clemson University



Clemson University is a major public land-grant research university located in Clemson, South Carolina, with a legacy of academic excellence, innovation, and public impact since its founding in 1889. The institution is classified as Carnegie R1: Very High Research Activity, reflecting a robust portfolio of externally funded research and significant doctoral education.

Clemson enrolls approximately 29,500 students, including more than 24,000 undergraduate students and 5,400 graduate and professional students, representing over 100 countries. The university offers a strong combination of rigorous academic programs, experiential learning, and student-centered support within a close-knit campus environment.

Clemson's research enterprise has experienced sustained growth over the past decade. Annual research and development expenditures exceed \$330 million, supported by federal agencies, industry partners, foundations, and state sponsors. Clemson continues to expand its competitive research portfolio across key areas including engineering, advanced manufacturing, science and technology, health and human services, agriculture, sustainability, and interdisciplinary research initiatives.

As South Carolina's land-grant institution, Clemson plays a vital role in economic development, workforce preparation, and community engagement across the state and beyond. The university is widely recognized for translating research into real-world solutions through industry collaboration, applied research, and innovation. Learn more [here](#)

Clemson By The Numbers

24,060

UNDERGRADUATE STUDENTS

5,485

GRADUATE STUDENTS

94.1%

FIRST-YEAR RETENTION RATE (FALL 2024)

80+

MAJORS

90+

MINORS

130+

GRADUATE DEGREE PROGRAMS

87.5%

SIX-YEAR GRADUATION RATE

16:1

STUDENT-TO-FACULTY RATIO (FALL 2024)

\$240M

AWARDED IN EXTERNAL RESEARCH FUNDING (FY2025)

FOUNDED IN
1889

LOCATED IN
CLEMSON,
SOUTH
CAROLINA

INTERIM
PRESIDENT
ROBERT H.
JONES

Student Value

- *Money magazine* gives Clemson 4 out of 5 stars for value (2025).
- *The Princeton Review* ranks Clemson as a Best Value College (2025).
- Ninety-seven percent of first-time in-state students receive state scholarships.
- In Fall 2024, in-state first-year students paid an average 37 percent of tuition and fees.
- A majority of Clemson's graduates (57 percent) have no debt compared to the state (40 percent) and national (39 percent) averages.

About Clemson, SC



Clemson, South Carolina is a vibrant small city in the foothills of the Blue Ridge Mountains, located in Pickens and Anderson counties in northwest South Carolina. The city of Clemson has a population of approximately 17,700 people, with estimates suggesting growth to around 18,600 by 2026, reflecting steady local and regional expansion.

Clemson is closely identified with Clemson University, which boosts the city's cultural and economic life and draws a larger population of students, faculty, and visitors year-round. The area combines scenic natural assets such as Lake Hartwell and nearby mountain landscapes with a lively college-town atmosphere anchored by arts, athletics, and community events.

Clemson's cost of living is generally competitive with national averages, offering an appealing blend of academic energy, outdoor recreation, and small-city quality of life in the Upstate region of South Carolina.



WHERE IS CLEMSON?



You'll find our main campus in Upstate South Carolina, within view of the Blue Ridge Mountains. Clemson University is situated along the shores of Lake Hartwell and across the street from downtown Clemson, a small-town community we share with approximately 20,000 local residents.

