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## **Statement of Administrative Philosophy**

My statement of administrative philosophy comes from my experience in the field as well as from current research on what is effective to be a successful higher education administrator. The following statement describes leadership styles, ethics, and student service philosophy.

### **Experience**

In my experience as president of Cappella Nova, the concert choir at Lewis & Clark College, my undergraduate institution, I employed a collaborative and democratic leadership style to come to decisions that affected all members of the choir. I also gained experience in a managerial role as an admissions intern at Lewis & Clark College. This role required me to hire and manage the campus tour guides. In this role, I used a democratic management style, in that I asked for their input on scheduling and the topic of monthly workshops that they were required to attend.

I also have experience on the teaching side of the education field, as I worked as conversational English teacher at a high school in Le Mans, France, for a school year. I appreciated the fact that my supervisor, the head of the English department, used a collaborative leadership style, requesting my input on lesson plans and inspiring me to be creative. This experience is valuable to me as an administrator because I can understand first-hand what it is like to be on the other side of the process.

### **Leadership Style**

I take a collaborative leadership style in higher education that takes into account others' ideas, while also being inspirational. A leader in an institution of higher learning cannot expect to intuitively know the needs of faculty, staff, students and the organization as a whole without receiving information from others on the various departments that make up the institution. Because an administrative leader cannot be an expert on all departments, I have learned that it is important to collaborate with leaders in those departments to understand needs and where to best apply resources. A collaborative leadership style has been shown to strengthen employee involvement and engagement in the organization and can, therefore, transform organizations in a positive manner. Collaborative leadership also increases trust on the part of followers, which in turn allows the leader to be more effective.

I believe strongly in the notion of the servant leader, which also influences my leadership style. It is my opinion that a leader is more effective if she thinks of herself in terms of the fact that she is there to serve whoever her followers are. The use of servant leadership is a way of showing that I, as leader, am supportive of my followers and that I have their interests at heart.

### **Management Style**

As a manager in a higher education setting, I believe a democratic management style is most effective for motivating and inspiring staff. An institution of higher learning draws people with innovative ideas worth sharing and taking part in decision-making processes. An effective manager appreciates the input of others, understanding that being a manager does not always

mean having all of the answers. Asking for input on decision-making from other staff, faculty, and students inspires those involved and produces creative solutions. Involving others also demonstrates that the manager has confidence in others and their abilities, which in turn causes people to be accountable.

Employing a democratic management style does not mean, however, that all decisions need to be reached by a majority vote or consensus, as it is also important that the manager be able to make some decisions without the input of others. In my experience, asking for input from others at all times can reduce efficiency in cases where necessity for a decision to be made quickly is more important than being inclusive. I can determine when decisions should be made by an individual by assessing the complexity of the task and the distribution of talent among the group. For example, if the task is relatively simple and talent in the group as it relates to the task is fairly homogeneous, a decision is better reached by an individual than by consensus. .

### **Ethics**

As an administrator in a college or university, it is important to uphold certain ethics, including but not limited to honesty, reliability, and equity. As an administrator, I regard students with equity and review situations in an honest and fair manner. In my role as a higher education administrator, I strive to be reliable in terms of being accessible as well as reliable in the sense of being consistent and egalitarian.

### **Student Services Philosophy**

Student services are a vital part of any higher education institution. Students need to be safe and healthy, and to be able to access any necessary services to be academically successful. Student services also provide unique experiences for students to learn and develop outside the classroom, such as through service learning opportunities and leadership opportunities in student organizations I am very supportive of experiential learning opportunities for students as they can be extremely valuable. I also highly value the structures of student services that support students through their academic and personal struggles. I believe in supporting students in a holistic manner as a way to maximize their educational experience at the university.