

**Chief of Staff - Office of the President - [University Name]**

## [University Mission Statement / Description]

*Salary Commensurate with Qualifications, Education & University Guidelines.*

*We recommend membership in the Chief of Staff Association forms part of any renumeration package.*

Position Information

# Basic Function

The Chief of Staff (COS) shall serve as a member of the senior management team, with authority over a wide range of management and technical assignments. They will also be assigned special projects that may be

on-going and/or non-recurring in nature.

# Dimensions

The COS shall supervise the work of office staff, professionals, consultants and students to varying degrees at the University. They will work collaboratively with members of the administration at the University and assist leaders including the President himself.

# Nature and Scope

The COS will liaise, organize, and execute in relation to internal stakeholders including the University’s Board of Trustees, the President, Deans, executives, administrators, faculty, students, and staff. They will also liaise, organize, and execute in relation to external parties including parents, consultants, auditors, government officials, representatives from financial institutions, investment managers, law firms, representatives from other colleges and universities, visitors and the general public.

# Principle Duties

## The COS will:

* be responsible for directing the operations of the President’s Office while maintaining constant interface with the President’s Cabinet to ensure that key issues are proactively addressed. The Chief of Staff serves as the President’s liaison to various University-related committees.
* manage the bi-directional flow of communication in and out of the President’s office to ensure consistent and responsive message delivery to key University stakeholders, including faculty, staff, students, alumni and others.
* assist in planning, developing and establishing policies and goals consistent with organizational objectives and governmental regulations.
* lead and direct specific initiatives within the University’s long-term and strategic direction.
* coordinate some specific engagement activities with the President’s Office around specific strategic and operational matters.
* generate and coordinate assignments, as needed. Work independently to complete assignments involving the appropriate internal or external contacts.
* coordinate comprehensive projects and assignments that require coordination of several different offices and/or areas of the University including personnel/management reviews, and special studies.
* prepare an agenda for each senior staff meeting and provide a summary of discussions and action items resulting from each meeting to attendees, with appropriate follow-up.
* develop data analysis and write reports for use in executive decision-making.
* handle data, communication and projects that are highly privileged and confidential.
* provide leadership in the development and administration of University or division-wide integrated plans and processes, including accreditation assessments and performance evaluation reviews.
* build and maintain mutually supportive relationships with all levels of management, staff, outside agencies and vendors, when necessary. Work to remove barriers that hamper inter-and

intra-department communications.

* coordinate and monitor assignments which must be accomplished in conjunction with other senior executives.
* perform other related duties as assigned.

# Core Competencies

## The COS must possess and demonstrate competencies in:

* the principles, practices and methods utilized in progressive leadership and staff level management.
* computer skills (Microsoft Office Suite); Excel and PowerPoint presentations.
* skill in management and leadership with the ability to direct programs, staff and cross-functional teams in an efficient and effective manner.
* exceptional interpersonal skills including tact, patience, and acumen and the ability to work with many, diverse individuals and groups across various functions.
* excellent organizational and analytical skills and the ability to formulate recommendations and improve team dynamics.
* excellent oral and written communication skills including creative writing, presentation development and presentation skills.
* business acumen with the ability to prioritize work actions and follow-up with meticulous attention to detail and accuracy.
* the ability to work effectively under pressure, handle multiple priorities, tasks, demands and time- sensitive pressurized situations.
* the ability to establish and maintain effective and harmonious relations with students, faculty, staff, University officials and the general public.
* working in a fast-paced environment; and commitment to completing tasks on time and to the highest ethical and professional standards.

# Minimum Requirements

Master’s Degree in Business/Public Administration or related field, and [range] years of relevant experience and/or an equivalent combination of [range] years combined higher education/training and experience.

***Note:*** *This position description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required as directed by the President of the University. The university has the right to revise this position description at any time. This position description is not and should not be construed as a contract for employment*