|  |  |
| --- | --- |
| **Job Title:** Chief of Staff, Office of the President | **FLSA Classification:** Exempt |
| **Reports to:** President | **Location:** Austin, Texas |
| **Department:** Office of the President | **Division:** Office of the President |
| **Employment Category:** Full-Time | **Paygrade:** |

**PRIMARY PURPOSE OF POSITION**

The Chief of Staff is a key member of the President's Cabinet (senior leadership team) and provides leadership and operational oversight to the Office of the President in fulfilling the university's mission and strategic goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Chief of Staff is responsible for a wide range of matters and activities, including but not limited to:

* Partner with the President and senior leadership team and collaborate with individuals across campus through strong coordination and with clear understanding of the university’s mission, vision and goals to actively drive the strategic plan forward
* Actively participate in university cross functional groups including the Budget Council and University Planning Council
* Develop and deliver a framework for university strategic planning including Cabinet operations
* Ensure the President has all of the information necessary to make informed decisions
* Counsel and advise the President on day-to-day operations, ensuring efficiency, effectiveness and optimized resources, including the management of the budget for the Office of the President
* Represent the President with the Board of Trustees, faculty, staff, students, alumni, and external stakeholders ensuring accurate and timely flow of information to and from the Office of the President
* Provide program support activities for the Board of Trustees including scheduling and staffing three annual Board meetings, ongoing committee meetings and correspondence
* Represent the Office of the President and the university in local, state and national organizations
* Collaborate with the Marketing and Communications division to deliver executive communications
* Demonstrate sensitivity, discretion, judgment and negotiation in operations and communications for the Office of the President
* Supervise the Executive Assistant to the President and other special projects staff
* Performs other duties as assigned

**QUALIFICATIONS**

**Education and/or experience**

This position requires a Bachelor’s Degree in business, communications, higher education, or a related field, with a minimum of five (5) years of experience at the executive leadership level. Strong managerial and team building skills, and demonstrated ability to motivate and empower direct and indirect reports to achieve area priorities. Demonstrated experience exercising judgment, strategic project planning and goal accomplishment with a wide degree of professional maturity and discretion expected. General understanding of the external environment and how it affects academia, including political, legal, environmental, educational, financial and social influences is fundamental. The Chief of Staff must demonstrate a proven ability to work independently, take initiative without specific instructions, build consensus, delegate to and empower diverse stakeholders.

**Communication and writing skills**

Refined verbal, written and interpersonal skills are necessary.

**Project management and planning skills**

Excellent project management skills, attention to detail, and collaboration with senior individuals throughout the university community. Proven expertise in originating and executing operational plans, budgeting, fiscal management, measurement and analysis.

**PREFERED QUALIFICATIONS**

* Demonstrated knowledge of the current higher education landscape
* Demonstrated knowledge of university organizational structure, policies and practices
* Demonstrated experience in data analysis, report writing and presentation development

**WORKING CONDITIONS**

**SCHEDULE**

This is an exempt position with an expected work schedule of Monday through Friday. As an exempt employee the schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department.

**PHYSICAL REQUIREMENTS**

The expectations listed below are representative of the abilities that may be needed to fulfill duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Physically able to lift various materials up to 25 pounds on an occasional basis
* While performing required job tasks, physically able to bend, crouch and reach continuously
* While performing required job tasks, physically able to climb stairs, ladders or scaffolding
* While performing required job tasks, physically able to remain seated, frequently to continuously
* Possesses dexterity abilities required to perform typing, operate a computer and other office equipment, to perform filing, and related job responsibilities and attention to detail competence
* Physically able to spend significant time reading both on paper and on a computer
* Ability to drive and travel by car and plane for university business

**SUPERVISORY RESPONSIBILITIES**

**Supervision received**

Direct supervision is received from the President.

**Supervision exercised**

Functional supervision is provided to the Executive Assistant to the President.

**EXPECTATIONS**

* Work effectively with a diverse faculty, staff, student body, alumni and community
* Understand the mission, role and function of higher education
* Develop effective work systems and procedures
* Create a welcoming environment for the Office of the President
* Deal with constantly changing demands, frequent interruptions, and scheduling changes while remaining organized and seeing projects through to completion
* Demonstrate in-depth knowledge and expertise in all aspects of own and related areas of the university and pertinent interdependencies
* Partner with others across the university and externally to exchange information, collaborate on projects, share resources, etc.
* Influence others and gain support or commitment of ideas and plans
* Negotiate and reach mutually beneficial agreement among peers and colleagues
* Accept and render constructive criticism and carry out all responsibilities in a professional manner
* Model inclusive excellence through actions that support the university's diversity commitment
* Adhere to the policies and procedures established by St. Edward’s University

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

|  |  |
| --- | --- |
| HR OFFICE USE ONLY: | |
| **Approved by:** | *Signature of the person with the authority to approve the job description* |
| **Printed Name of Approver:** | *Printed name of the person with the authority to approve the job description.* |
| **Date approved:** | *Date upon which the job description was approved* |
| **Reviewed:** | *Date when the job description was last reviewed* |