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| **Job Title:** Chief of Staff | **FLSA Classification:** Exempt |
| **Reports to:** President | **Location:** Austin, Texas |
| **Department:** Office of the President | **Division:** Office of the President |
| **Employment Category:** Full-Time | **Paygrade:** 511 |

# PRIMARY PURPOSE OF POSITION

The Chief of Staff is a key member of the Office of the President, supporting the President in the day- to-day operations, managing special projects and assisting senior leadership in fulfilling the university's mission and strategic goals. This position supervises and works collaboratively with the Executive Assistant to the President.

# ESSENTIAL DUTIES AND RESPONSIBILITIES

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

* Support 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
* Ensure the President has information necessary to make informed decisions
* Prepare the agenda, record minutes and assist with follow-up actions for the President’s Cabinet meetings
* Coordinate all events sponsored by the Office of the President
* Support the leaders of the university’s Strategic Plan 2027 by preparing the agenda, recording minutes and assisting with follow-up actions for the Strategic Plan Implementation Leadership Committee
* Manage the day-to-day operations, ensuring efficiency, effectiveness and optimized resources, including the management of the budget for the Office of the President
* Liaison 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
* Support coordination of activities with senior university leadership in the President's Cabinet
* Collaborate with the Marketing and Communications division to deliver executive communications
* Assist the President in executing Workplace, email and social media communications
* Deliver strong communication and collaboration across divisions related to introductions, relationships and logistics with the Office of the President
* Demonstrate sensitivity, discretion, judgment and negotiation in operations and communications for the Office of the President
* 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 supporting executive leadership. Strong managerial and team building skills, and demonstrated ability to motivate colleagues to achieve area priorities are necessary. Demonstrated experience in exercising judgment, 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 beneficial. The Chief of Staff must demonstrate a proven ability to multi-task while managing many fast-paced and high-profile projects.

## Communication and writing skills

Refined verbal, written and interpersonal skills are necessary with experience in report writing and presentation development.

## Project management and planning skills

Excellent project management skills, attention to detail, and collaboration with all members of the university community and external supporters and constituents. 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

# 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. Provides direct supervision to Executive Assistant.

# 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
* 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:

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| 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* |