



Classification Description

Job Title: Chief of Staff

Job Code: 1120

Job Purpose

The Chief of Staff reports directly to the President and is responsible for facilitating the strategic planning and continuous improvement processes of the College.

This position advises the President and College leadership on issues of strategic planning, institutional performance, and compliance with external mandates. The Chief of Staff provides overall leadership and vision within the context of the College's vision, mission, goals, and strategies. This is an executive on annual contract position.

General Responsibilities

Essential Functions

Regularly evaluates the organizational structure of the College and makes recommendations to the President to improve its efficiency and effectiveness.

Collaborates with appropriate administrators regarding organizational structure, appropriate policies, processes, and guidelines.

Responds on behalf of the President to inquiries from, and/or issues involving, students, employees, and members of the public.

At the direction of the President, assists in all aspects of College administration. Provides support to the President on special tasks and projects.

Leads strategic initiatives for the College.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

An earned doctorate from a regionally accredited institution of higher education or equivalent experience. Significant executive leadership experience in higher education and demonstrated success in progressively higher levels of management within an educational institution.

Proven successful communication, organizational, management and leadership skills.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.

CHIEF OF STAFF

- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 25, 2012. Revised: October 25, 2012, May 2, 2013, July 1, 2014, August 16, 2017, and February 17, 2021.