



Classification Description

Job Title: Deputy Chief of Staff for Strategic
Priorities

Pay Grade: Executive

Job Code: 4078

FLSA Status: Exempt

Job Purpose

The Deputy Chief of Staff works directly with the Chief of Staff and President to facilitate selected strategic priorities using data to guide and outcomes to evaluate. The Deputy will regularly be on all FSW sites. The Deputy will assist in specific strategic priorities such as workforce program development, undergraduate research expansion, and other strategic priorities as assigned by the Chief of Staff and the President. This is an executive on annual contract position.

General Responsibilities

Essential Functions

Manages high-priority projects designed to achieve the College's mission and strategic vision; builds and maintains successful working relationships and coordinates with a wide range of offices, staff, and stakeholders, internal and external to the College.

Facilitates and leads an enrollment team (currently 3 areas: Operations, IT, and Academic Affairs) to orchestrate all aspects of improving enrollment and increasing graduation rates serving as a bridge between divisions.

Gathers, investigates, researches, analyzes, and/or studies information affecting College-wide, intradepartmental, or interdepartmental operations; participates in institutional planning, policy development, and problem resolution as a member of senior staff.

Anticipates, identifies, and troubleshoots issues of concern or significance; exercises discretion to provide timely information and necessary updates across multiple stakeholders.

Ensures matters requiring the attention of executive leaders are thoroughly developed, researched and evaluated; responds to routine inquiries and deputizes for the Chief of Staff, where appropriate and when necessary.

Researches, writes, edits, and/or coordinates preparation of special reports, briefings and presentations; conceives, crafts, and edits messages, letters and other communications on behalf of executive leadership and the Chief of Staff.

DEPUTY CHIEF OF STAFF

Coordinates and/or oversees the scheduling of strategic events, meetings and other requests to balance and address key institutional objectives.

Supports and sustains a culture of service, professionalism and continuous improvement in the Office of the President.

Oversees the supervision of assigned personnel within assigned organizational units; may manage the review and oversight of office finances and executive expenses.

Assists administration in various cost analyses, projections, reports, and fundraising efforts.

Other areas in which the deputy will be involved include leadership development, facilitating faculty and staff input sessions (i.e., on new building design along with Assistant VP for Capital Projects), and function area assessments.

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 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.

DEPUTY CHIEF OF STAFF

- 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.
- 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 8, 2023.