

AME University Position Description

Class / Title: **Chief of Staff**
Division: Office of the President
Closing Date: May 21, 2018
Salary & Benefits: Commensurate with education, experience and ability
Reports To: President of the University

Position Requirements:

The Chief of Staff (COS) shall have an earned Master's degree, preferably in education administration, business administration, or related field. At least five years of increasingly responsible leadership and management experience required, which must include extensive knowledge of higher education institution leadership and administration, and the responsibility for the supervision of others on a regular basis. The COS shall have excellent verbal and written communication skills, with the ability to convene and conduct top level university meetings, and manage people horizontally and vertically. The incumbent must have precise command of the English grammar and attention to details. Adeptness with multitasking is required, proficiency with computer programs, including word processing, spreadsheets, and presentations are necessary. The COS must have excellent organizational skills; with creativity and innovation, and be able to represent the university president at events and meetings, work independently and with groups; and make substantive decisions on behalf of the president.

Position Responsibilities:

- Serves as chief strategist and advisor to the University president; facilitates the efficient operation of the president's office, and coordinates activities and initiatives for the President's vision
- Serves as Liaison to the Board of Trustees, and represents the president at public and private official events and activities, boards meetings and at constituents groups served by the University
- Assists the President in oversight functions for special projects; manages the president's calendar, and reviews, monitors, and approves University correspondence for the president's signature
- Convenes cabinet meetings in the absence of the president, and ensures that the president's direct reports (cabinet members) are notified of meetings
- Plans and schedules Board of Trustees meeting on behalf of the president; and develops and ensures the delivery of minutes and Board documents
- Promotes a positive image of the University; receives visitors to the president's office, responds to inquiries from the public and university-wide, and provides authoritative information regarding University policies and decisions
- Safeguards the confidentiality of University information and exercises discretion in communicating information to faculty, students, staff and the public
- Coordinates the flow of incoming and outgoing communications and responds to incoming communications and determines the appropriate unit
- Manages the president's guest list for events and activities, including commencements activities
- Contributes to the overall success of the University by performing other duties as assigned.