



Job Title	Chief of Operations	Job Code	AS0119
Pay Plan	A&P	Pay Grade	24
Union	Non-Union	FLSA Status	Exempt
Job Family	Administrative Management and Services	Union Code	0
		Subfamily	Administrative Generalist

Job Family & Subfamily Summary

Administrative Management and Services Professionals provide administrative support and assistance to one or many departments, administrative areas or executives.

Administrative Generalist Professionals coordinate general administrative functions for a wide variety of academic or administrative units including organizing and maintaining information, project assistance, analyzing data including budgetary expenditures, and human resources functions.

Job Summary

Responsible for the overall development and management of college external communications, community relations and related alumni programs/events that support the Dean's strategic goals, the college mission, and academic programs. Strategically identifies opportunities for development and partnerships that support the college. On behalf of the Dean, raises the level of annual support and participation through personal visits, donor cultivation, special projects and the identification of fundraising opportunities. Interacts with university and other college administrators as well as local, county, state, and business officials as a representative of the college. Directs and provides executive oversight of the daily office operations, office budgets, and activities and services provided by the Office of Engagement and Office of Strategy Business Communications.

Representative Duties

1. Communication

- Develops and manages an integrated communications plan including: promotional strategies, publicity and earned media, strategic communication planning, and media relationships and supports the Dean in writing and message development
- Develops strategic communication programs for the college's academic programs

2. Strategic Development

- Serves as the Dean's primary strategic liaison with university and community constituencies
- Develops and facilitates targeted "special group" meetings and engagement that may help advance the college's strategic plan
- Assists and coordinates fundraising and sponsorship activities
- Develops strategic plans and constituent programs that help promote the college and the university
- Coordinates with the Dean to manage, develop and execute targeted strategies to maximize the involvement of faculty and administration
- Provides leadership for cultivating relationships with key individuals and organizations important to the college's reputation

3. Office Management

- Develops and maintains active and productive working relationships with the Dean's Advisory Board
- Coordinates with the Dean, Board chair, and executive team to develop contents of agendas for each Dean's Advisory board meeting or retreat
- Facilitates and attends all board meetings
- Responsible for the planning, administration, and coordination of college community relations

- Organizes, carries out, and follows up with the bi-annual meetings, including but not limited to; budget planning, communications, planning timeline, facilities set-up bi-annual meetings
- Provides leadership and Indirect supervision of the college Student Ambassadors team
- Reviews participation and sponsorship commitments to ensure that the CBA’s external involvement is in alignment with its mission and academic programs
- Responsible for the development and analysis of all budget expenditures for communication and community relations events for the Dean

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor’s	Master’s
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.