



Job Title	Deputy Chief of Staff	Job Code	OT0512
Pay Plan	EXC	Pay Grade	24
Union	Non-Union	FLSA Status	Exempt
Job Family	Other	Union Code	0
		Subfamily	Chief of Staff

Job Family & Subfamily Summary

Other Professionals include miscellaneous areas.

Chief of Staff Professionals provide Chief of Staff services to the university president.

Job Summary

The Deputy Chief of Staff is responsible for coordinating and advancing the work of the Office of the President, ensuring operational efficiency and effectiveness of the Office. Serves as an advisor to the Chief of Staff and university executive leaders and oversees projects and initiatives critical to university objectives.

Representative Duties

- Manages high-priority projects/initiatives in the Office of the President
- As a member of senior staff, participates in institutional planning, policy development, and problem resolution
- Anticipates, identifies and troubleshoots issues of concern or significance; exercises discretion to provide timely information and necessary updates across multiple stakeholders
- 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
- Coordinates and/or oversees the scheduling and/or management of strategic events and meetings
- Oversees the supervision of staff within assigned organizational units
- Ensures that matters requiring the attention of the Chief of Staff and the President are thoroughly developed, researched and evaluated
- Builds and maintains successful working relationships and coordination with a wide range of offices, staff, and stakeholders, both internal and external to the university

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.