
Auburn University Job Description

Job Title: **Chief of Staff**

Job Family: No Family

Job Code: **EC05**

Grade XX: Unclassified

FLSA status: Exempt

Date: June 16, 2017

Job Summary

The primary responsibility of this position is to manage, facilitate, coordinate, and direct key functions and activities of the President's Office and to interface with the Board of Trustees Office, Senior Officers of the University, and other such individuals as shall from time-to-time provide direct support to the Office of the President. This position is a senior member of the President's staff. The incumbent performs and oversees the completion of initiatives and activities established by the President. This position supervises professional, support, and technical staff as assigned.

Essential Functions

- I. Leadership (35%)
 - a. Assures the effective and efficient operation of assigned functional areas by providing sound leadership and direction.
 - b. Provides direct staff support to the President, with the primary goal of implementing the President's vision and successfully achieving Auburn University's mission.
 - c. Represents the President at a variety of internal and external meetings and events and represents the perspectives of the President in meetings involving senior management discussions of policies and procedures.
 - II. Operations (35%)
 - a. Ensures the efficient operation of the Office of the President.
 - b. In coordination with the senior staff of the University, develops and distributes planning documents, position papers, issue papers, television and radio scripts, marketing materials, special news releases, special and occasional reports, speeches, and studies to be used by the President and other system administrators in contact with the public.
 - c. Carries out special projects as directed by the President.
 - d. Serves as the President's liaison with vice presidents, interfaces with the Board of Trustees when necessary, and other senior staff.
 - e. Leads studies and research projects and conducts fact-finding on sensitive issues as directed by the President.
 - f. Works collaboratively with senior officials and other managers in addressing crisis situations that may have a University-wide impact.
 - g. Prepares and/or directs the preparation of correspondence relative to the President's Office regarding communications, public relations, and public education matters.
 - h. Coordinates staff support for University administration and committees, task forces, and study groups appointed by the President.
 - i. Provides feedback to the vice presidents from the President's perspective as needed or requested.
 - III. Outreach (15%)
 - a. Assists in the coordination of such community relations activities as may be required to successfully advance the vision and agenda of the President and the Board of Trustees.
 - b. At the President's direction, serves as liaison to government agencies, commissions, and associations and stakeholders in public higher education.
 - c. Works collaboratively with the President's staff and others in coordinating or directing planning and implementation of major University ceremonies and events hosted by the President.
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- IV. Planning (10%)
 - a. Assists in the development, coordination, and implementation of the Auburn University strategic plan.
 - b. Working with senior staff, reviews suggested policies and provides the President or vice presidents with recommended modifications.
- V. Other (5%)
 - a. Performs other duties as assigned by the President.
 - b. Where appropriate and required by circumstance, serves as spokesperson for Auburn University.

Internal and External Contacts

- I. The specific positions that report to this position will be identified at a later time. However, this position will have operational and supervisory responsibility for the employees of the Office of the President. He/she will also be assigned to provide day-to-day supervision of individual divisions or administrative units assigned to the Office of the President by the President at his discretion. This could include vice presidential level coordination.
- II. This position regularly communicates with all major divisions of the university. He/she will communicate with ALL levels of employees internally, including faculty, staff, students, and managers up to and including the Provost and Vice President of Academic Affairs; Executive Vice President; Vice President, Business & Finance and CFO; Vice President and Associate Provost, Student Affairs; Vice President and Associate Provost, Inclusion & Diversity; Vice President, Research & Economic Development; Director, Alabama Cooperative Extension System; General Counsel, Vice President, Development; Chancellor, AUM, Vice President, Alumni Affairs; etc.
- III. This position regularly communicates with legislators, legislative staff, donors, alumni, leadership from other universities, local government, Board of Trustees, and other constituents of Auburn University.

Job Factors

- I. Complexity:

The incumbent will be asked to lead teams of senior-level managers in addressing mission critical projects for the University and the Office of the President. This could include, but not be limited to, public advocacy, internal management restructuring and/or development, fundraising coordination, access and priorities of the President, interaction with Board of Trustees' staff, and teams of staff and faculty from across the University. There will also be interactions with the greater Auburn and Alabama communities.
 - II. Innovation:

The incumbent will work collaboratively to ensure responses to critical crises and management needs of the institution. He/she will provide a forum and ability for there to be discussions about innovative solutions to management imperatives. He/she will provide direction to task forces, study committees, and managers in developing cutting edge programs and services to the university community and the public as a whole.
 - III. Scope:

As a direct link to the President, this position will have the broadest scope of virtually any university employee internally. He/she will lead committees of diverse cross-sections of staff and faculty, will lead managers and coordinate their activities in relation to presidential and trustees' priorities. This individual will be responsible for substantial areas that could impact the reputation of Auburn University in both a positive and negative manner.
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Failure to adequately address challenges or potential issues of internal or external concern could cause substantial reputational and consequently financial injury to Auburn University, the President, and the Board of Trustees. This could manifest itself in lost governmental funding opportunities, fundraising, or grant opportunities.

IV. Freedom of Action:

While working at the direction of the President, the incumbent will be empowered to marshal university and external resources to address the priorities set for the university and the Office of the President. The incumbent will have broad discretion in identifying resources, reallocating or realigning Office of the President staff and priorities for the university to succeed.

Supervisory Responsibility

Supervises others with full supervisory responsibility including, but not limited to:

- Executive Director of Communications and Marketing
- Executive Director of Governmental Affairs
- Director, AA/EEO
- Director, Public Affairs
- University Ombudsperson
- Associate VP, Audit and Compliance

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	Minimums <i>(Match 1,2,3 bullets - Education and Experience below)</i>	Required Focus of Education/Experience
Education	1) Four-year college degree 2) Master's Degree 3) Ph.D.	Not Specified Not Specified Not Specified
Experience (yrs.)	1) 10 Years Relevant 2) 8 Years Relevant 3) 6 Years Relevant	Experience working in a large public non-profit or government agency and/or a public research university in a leadership position of director or above.

Substitutions allowed for Education: None

Indicated education is required; no substitutions allowed.

Minimum Required Knowledge

- I. Demonstrated ability to manage large and diverse organizations, with emphasis in the field of higher education government, or a field enhancing the direction of functions specific to the delivery of services in a higher education setting. Demonstrated ability to develop strategic plans and policies and to orient people toward achieving desired results. Demonstrated commitment to organizational effectiveness and excellence.
- II. It is expected that there will be up to one year of on-the-job training required to learn all the major duties and be able to perform them at a fully competent and proficient level.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, sitting, reaching, talking, hearing, handling objects with hands

Vision requirements: Ability to see information in print and/or electronically.

Date: 06/16/17
