
Auburn University Job Description

Job Title: **Chief of Staff & VP, Economic Development & Industry Relations** Job Family: No Family

Job Code: **EC11**

Grade: Unclassified

FLSA Status: Exempt

Job Summary

The Chief of Staff and VP, Economic Development and Industry Relations is a member of the President's Cabinet and serves as the senior executive responsible for the vision, leadership, and management oversight for all business and economic development activity related to Auburn University and the Auburn Research and Technology Foundation (ARTF). Additionally, this position manages, facilitates, coordinates, and directs key functions and activities of the President's Office and interfaces with Senior Officers of the University, and other such individuals as shall from time-to-time provide direct support to the Office of the President.

Essential Functions

Chief of Staff

1. Assures the effective and efficient operation of assigned functional areas by providing sound leadership, direction, and direct staff support to the President, with the primary goal of implementing the President's vision and successfully achieving Auburn University's mission.
 2. 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.
 3. Ensures the efficient operation of the Office of the President and carries out special projects as directed by the President. Prepares and/or directs the preparation of correspondence relative to the President's Office regarding communications, public relations, and public education matters.
 4. Serves as the President's liaison with vice presidents and other senior staff. At the President's direction, serves as liaison to government agencies, commissions, and associations and stakeholders in public higher education.
 5. Leads studies and research projects and conducts fact-finding on sensitive issues as directed by the President.
 6. Works collaboratively with senior officials and other managers in addressing crisis situations that may have a University-wide impact.
 7. Assists in the coordination of such community relations activities as may be required to successfully advance the vision and agenda of the President.
 8. 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.
 9. Assists in the development, coordination, and implementation of the Auburn University strategic plan.
 10. Working with senior staff, reviews suggested policies and provides the President or vice presidents with recommended modifications.
 11. Provides day-to-day supervision of individual divisions or administrative units assigned to the Office of the President by the President at his discretion.
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12. Where appropriate and required by circumstance, serves as spokesperson for Auburn University. Performs other duties as assigned by the President.

VP of Economic Development & Industry Relations

1. Serves as a member of the President's Cabinet and as an advocate and catalyst for university economic development initiatives by providing leadership, management, and guidance in support of cross-campus efforts.
2. Serves as the principal economic development and industry relations executive for the University, serving as liaison between the University and public/private economic development entities. Manages partner relationship with stakeholders from businesses and industry, entrepreneurs, nonprofit organizations, trade associations, government agencies, communities and foundations as they seek to access Auburn University expertise, capabilities, business and technical services, as well as innovation, which might serve as a foundation for economic development.
3. Serves as the President of the Auburn Research and Technology Foundations (ARTF), which manages the Auburn Research Park and various programs, real estate, and industry contracts for research and service.
4. Maintains the ARTF Governance Model, including by-laws, Auburn Research Park Covenants, Legal and Financial Oversight, and is responsible for developing rationale for changes made to the model.
5. Provides senior leadership and reporting for university intellectual property protection, licensing, and industry contracting through the Office of Innovation Advancement and Commercialization.
6. Provides senior leadership and reporting for the Auburn University Huntsville Research Center and the industry and government contracting through that organization.
7. Identifies and develops new opportunities, initiatives, and partnerships with national and international corporations whose products and services are aligned with the research priorities of Auburn University.
8. Develops annual staffing, budget, and operating plan for economic development and industrial relations programs.
9. Promotes industry partnerships, including connecting industry to resources at the University, and determines optimal ways to engage industry partners with faculty.
10. Supports the University research enterprise through the development of appropriate contracting options with state and federal agencies, as well as current and potential industry partners.
11. Develops and promotes funding strategies and business plan to grow the capital investment needed to support, maintain, and advance the Auburn Research Park.
12. Responsible for development and execution of the Auburn University Research Park Master Plan.

Supervisory Responsibility

Supervises others with full supervisory responsibility including, but not limited to, employees of the Office of Economic Development and Industry Relations, the Office of the President, and individual divisions or administrative units assigned to the Office of the President.

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.	Degree requirements received from accredited institution
Experience (yrs.)	1) 15 Years Relevant 2) 10 Years Relevant 3) 8 Years Relevant	Experience in corporate business development or industrial relations, workforce and economic development, or entrepreneurial activities is required. Activity related to managing collaboration between higher education and multiple external stakeholders is preferred. Individual should possess working knowledge and experience with emerging technologies, start-up ventures, and high growth enterprises.

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: 07/13/2018
