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## Auburn University Job Description

Job Title: **Chief of Staff**

Job Family: No Family

Job Code: **OC02\***

Unclassified

FLSA status: Exempt

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### Job Summary

Integrates the major functions of public relations, communications, marketing, governmental affairs, alumni affairs, and development with the academic mission of the University.

### Essential Functions

1. Plans and coordinates the major functions of external affairs including budget development and control, employment and other employee related decisions.
2. Directs program designed to motivate government leaders, alumni, faculty and staff, friends, corporations, and foundations to participate and invest in the future of Auburn University.
3. Promotes public understanding, good will, and support for the academic and research goals of the goals.
4. Develops strategic and consistent communications to donors and friends of the University.
5. Develops campaigns to increase public awareness and enhance the image and reputation of Auburn University through marketing programs, publications, and public relations activities.
6. Acts as advisor to the President on all legislative matters affecting the university.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Masters Degree	Degree in Journalism, Communication, Marketing, Public Relations, or related field
<b>Experience (yrs.)</b>	5	Experience in directing business operations including public relations, communications, marketing, and/or affiliated groups and organizations

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

Knowledge of higher education policies and procedures, public relations, communications, governmental affairs, and alumni affairs.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, reaching, talking, hearing, .

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 10 pounds.

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

Date: 1/3/2012

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