**Asociate Vice President and Chief of Staff Standard Job Description**

**Classification Title:** Associate Vice President and Chief of Staff

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Associate Vice President and Chief of Staff, under general direction, serves in strategically supporting the President in advancing the university and understanding the efforts of the President’s executive team. The Chief of Staff reports directly to the President and works closely with the President on administrative duties, special projects, and initiatives involving the President’s office and its priorities.

**Essential Duties/Tasks:**

**40% Strategic Support and Coordination**

* Establishes and executes a system/process of management to ensure the President receives relevant information in a timely manner.
* Coordinates with the executive team to ensure the President has opportunities to understand the progress of initiatives and projects.
* Ensures the President has access to information and people needed to work effectively on university priorities.
* Tracks action items and ensures information is vetted and coordinated with the executive team.
* Monitors and aligns the office’s annual work plan and budget with the President’s priorities.
* Supports the President and executive team in advancing relationships and outreach efforts.
* Identifies opportunities to connect, synergize, and leverage relationships both internally and externally.

**20% Leadership and Supervision**

* Supervises assigned staff, providing guidance and oversight.
* Leads the coordination of the President’s time to optimize efficiency and effectiveness.
* Supports staff by fostering a collaborative and supportive work environment.

**10% External Relations and Development**

* Coordinates relationships with external partners to support the President’s initiatives.
* Liaises with key stakeholders to enhance partnerships and development opportunities.
* Serves as a proxy in the absence of the President to maintain continuity in external relationships.

**10% Operational and Administrative Support**

* Ensures the President’s office operates smoothly by managing scheduling and logistical support.
* Maintains timely communication and effective coordination between the President’s office and other university departments.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* Ten years of administrative experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[x]  **Yes**

[ ]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**