**Chief of Staff I Standard Job Description**

**Classification Title:** Chief of Staff I

**FLSA Exemption Status:**Exempt

**Pay Grade:** 17

**Job Description Summary:**

The Chief of Staff I, under general direction, provides direct administrative support to leadership, including advice and information, acting as senior administrator for the unit, leading a management team, acting as liaison to leadership, and overseeing event coordination.

**Essential Duties and Responsibilities:**

**40% Administrative Support and Supervision**

* Supervises assigned staff.
Provides direct administrative support to leadership.
* Coordinates and monitors initiatives to ensure alignment with strategic goals.
* Represents leadership in meetings and on committees.

**20% Strategic Planning and Decision Support**

* Researches and provides substantive and analytic information to advise leadership on decision making.
* Implements strategic goals, prioritizes work, and monitors initiatives to ensure successful execution.
* Advises leadership on the planning and implementation of key organizational strategies.

**10% Event Coordination and Communication**

* Oversees event coordination.
* Filters correspondence and composes responses on behalf of leadership.

**10% Leadership Representation and Outreach**

* Represents leadership in meetings and on committees.
* Acts as a senior administrator for various initiatives.

**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 any equivalent combination of education and experience.

**Required Experience:**

* Nine years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of database, spreadsheet, presentation and word processing software.
* Oral and written communication skills.
* Ability to plan and organize effectively.

**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/)**.**

[ ]  **Yes**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**