**Chief Strategy Officer Standard Job Description**

**Classification Title:** Chief Strategy Officer

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Chief Strategy Officer, as a senior administrator, is responsible for helping develop a university vision. The CSO assists in the development and implementation of the university's long-term strategic plan, ensuring its alignment with university core values, higher education market demands, external forces, competitive advantages, and institutional mission. In addition, the CSO will lead review teams relating to specific strategic projects and initiatives. This includes ensuring that organizational strategies are effectively and efficiently translated into action and operational, aligned with university goals and values. In essence, this position helps guide the university's future direction through visioning, strategic planning, and execution.

**Essential Duties and Responsibilities:**

**35% Strategic Planning**

* Help develop and maintain an overall university vision.
* Develop and implement the university’s strategic plan to align with its mission, vision, and long-term goals.
* Help define the university’s strategic direction as needed; from the macro, broad perspective to divisions and cross-functional entities.
* Lead review teams to assess strategic areas within the university, from satellite and remote campuses to broad-based, enterprise level operations and services.
* Assist in the execution of projects that span multiple divisions, including assisting regional sites, student leader initiatives, or any campus priority that is in development.

**30% Performance Monitoring**

* Assess and utilize market research, analyzing higher education trends, and understanding the needs and preferences of the multiple university constituencies.
* Conduct environmental scans, identifying key opportunities and threats, setting ambitious goals, and defining actionable strategies to achieve them, including solving problems or roadblocks that inhibit completion of initiatives, projects, or tasks; untie knots.
* Establish and monitor key performance indicators (KPIs).
* Track the effectiveness of strategic initiatives and ensure alignment with business objectives.
* Generate ideas relating to how the university can best position itself to achieve its goals; develop and present concept plans for enhancing the university.

**25% Leadership**

* Provide expert guidance and leadership to the executive management team.
* Oversee strategic planning and execution.

**10% Stakeholder Engagement**

* Advise leadership on communication strategies to foster trust and transparency as well as ensure stakeholders are engaged and informed as appropriate.
* Review and engage with respective leaders to ensure effective and workable plans are in place for addressing capacity constraints, student experiences, and other strategic needs.
* Collaborate with University leaders to develop and implement plans for enhanced services.
* Track the programmatic execution of overarching university strategies, initiatives, or programs.

**Qualifications:**

**Required Education:**

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

**Required Experience:**

* Ten years of related 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**