UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Chief-of-Staff

DIVISION: President's Office

REPORTS TO: President

GRADE: 16

SUPERVISES: Professional and Support Staff; Students

BASIC FUNCTION:

Serve as executive level support to the President, with responsibility for the following: serving as a liaison for the President, or representing the President, in a variety of capacities; managing the Office of the President; managing the President's calendar; overseeing the planning, organizing and executing of events at the President's residence, as well as University-wide public programs, University protocol events and other events that serve to enhance the University’s image among its primary external stakeholders; performing a wide range of administrative support duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Effectively support and assist the President’s work with the Vice Presidents, student government, the RIBGHE and the OHE, and the URI Foundation. Provide support to and coordinate the work of the senior management team, ensuring accurate records are maintained of all decisions and that timely follow-up ensues. As requested by the President, consult with and advise the President on matters of University policy, practice, and precedent. Effectively serve as the President’s liaison for events involving the use of the suite in the Ryan Center and the President’s residence. Effectively and efficiently undertake special projects assigned by the President, and represent the President’s Office at meetings as designated.

Oversee the planning, organization and implementation of University-wide public programs, including Commencement. Under the President, has overall responsibility for the prioritization of the University’s public programming and events.

Monitor and coordinate the budget of the President’s Office and sign for all expenditures from the President’s Office accounts.
Effectively manage the President’s schedule to provide the most strategic and efficient use of the President’s time at meetings and events, and to ensure that he/she is appropriately briefed for all occasions. In addition to general calendar management, is responsible for the President's travel arrangements and itinerary.

Effectively manage the President’s correspondence, ensuring prompt responses or follow through on requests for decision and action. Research and draft written responses and, when appropriate, review communications prepared by others for the President’s signature. Review outgoing office correspondence, speeches, etc., for procedural, grammatical and factual accuracy. Draft letters of invitation, thanks, congratulations, acknowledgment, etc., for the President's signature. Review and post items for the President’s blog and other Web-based communications.

Serve as liaison and facilitator to the campus and community in terms of interpretation of University rules, policies and regulations, trouble shooting, referral to appropriate individual or department and subsequent follow-up when necessary.

Conduct regular meetings with office staff for purposes of facilitating coordination and communication. Serve as liaison to additional staff who work as part of the President’s Office.

Conduct yearly job performance reviews for support staff in the President’s Office.

Serve as liaison to the administrative staff of the Office of Higher Education and the Board of Governors.

Prepare the agenda for and attend all President’s Team meetings.

Provide open, timely and effective communication, keeping the President abreast of salient matters, and providing sound recommendations and information to support decision making as it relates to University policy.

Assist in responding to problems and issues presented to the President by individuals and organizations from within and outside the University community.

Coordinate all visits to the University made by dignitaries.

Organize, plan and develop priorities for meetings chaired by the President. Assist in taking appropriate follow-up action at the conclusion of these meetings. Research and provide background information and recommendations to support decision-making on University policy issues.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.
LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing and database management software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master’s degree; executive office management experience; demonstrated experience working in a higher education setting; minimum of ten years of prior experience in a senior administrative support role with responsibility for organizing, coordinating and supervising a support staff; demonstrated experience developing, organizing and coordinating programs and events; demonstrated strong written and oral communication skills; demonstrated proficiency in using e-mail, multi-office management software (e.g., Microsoft Word, Filemaker Pro, and Now software) on a Macintosh; demonstrated experience in a position requiring diplomacy and strong customer relations and problem solving skills; strong interpersonal skills and a demonstrated ability to work with a diverse population; demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.