

Job Code:... 101486  
Position #: (NUNC) (E)  
Developed by: .MP  
Reviewed by: .MP, AMC, LK  
Approved by: .MP, AMC, LK  
Date: 08/2021; 11/21; 1/22

**THE UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Senior Advisor to the President and Chief-of-Staff  
**DIVISION:** Office of the President  
**REPORTS TO:** President  
**GRADE:** 19  
**SUPERVISES:** Professional and support staff as assigned

**BASIC FUNCTION:**

Responsible for the provision of high-level advice and comprehensive research to inform strategic decision-making by the President and the Senior Leadership Team; play lead role in researching and benchmarking to inform key strategic initiatives and projects, including developing and managing programs, preparing proposals and presentations, as well as influencing and negotiating on internal priorities and agendas; lead, manage and coordinate key projects with University-wide impact to support the goals and objectives of the University of Rhode Island; oversee University-wide events, including Commencement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In the area of strategic planning analysis, create and implement complex strategic plans, processes, and tools for cross-functional enterprise-wide collaboration to support the President's goals and objectives; perform complex research, benchmarking and strategic and data analysis; drive continuous plan improvements; engage both internal and external stakeholders in all phases of the process; prepare presentations and proposals for the President's consideration.

In the area of project management, lead special projects on behalf of the President, ensuring projects are scoped, options are comprehensively evaluated, targeted timelines are met, and outcomes are delivered.

Lead the successful implementation of large projects, including collaboration with the University research community for funding opportunities.

In the area of communications, build and sustain external and internal networks and relationships to ensure successful execution of strategic plans and projects led on behalf of the President.

Prepare presentations, briefings, papers, policy documents and speeches on a diverse range of issues for the President.

Oversee the planning, organization and implementation of University-wide events, including Commencement, University protocol events and other events that serve to enhance the University's image among its primary external stakeholders.

Manage the President's Office budget and approve all expenditures from the President's Office accounts; Conduct regular meetings with the President's Office staff for purposes of facilitating coordination and communication.

**OTHER DUTIES AND RESPONSIBILITIES:**

Represent the President in meetings as delegated.

Perform other duties as assigned by the President.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database, spreadsheet software, and Web-based applications, and working knowledge of social media systems.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree, or other advanced degree, from an accredited institution; Demonstrated significant experience at senior management level in an education or not-for-profit organization: Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated strong problem-solving skills; Demonstrated strong research and analytical skills; Demonstrated experience in the development and management of strategic plans; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated experience at senior management level in a higher education organization.

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