

JOB INFORMATION

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|-------------------------|---|
| Effective Date | 3/23/2023 |
| Job Code: | 0362 |
| Job Title: | Chief of Staff/Chief Strategy Officer |
| Salary Grade/Structure: | 999 - Admin-Professional |
| Career Level Name: | E1 - First Level Executive |
| FLSA Name: | Exempt |
| EEO Code: | 10-Exec, Admin, Mgmt |
| Job Function: | |
| Job Family: | |
| Job Summary | <p>The Chief of Staff/Chief Strategy Officer is a key member of the executive cabinet responsible for ensuring execution and completion of transformational initiatives of the university, implementation of the university strategic plan, and addressing issues on behalf of the president. Reporting directly to the president, this position handles matters of policy and institutional importance while supporting and sustaining a culture of service, professionalism, and continuous improvement in the university's organizational units. The Chief of Staff/CSO provides strategic leadership and advisement to the president and executive cabinet as well as implement practices related to achieving the university's strategic goals, priorities, and overall plan. The position serves as the primary liaison for the president on matters concerning the university which include attending meetings and handling sensitive legal and human resource management issues on behalf of the president. The Chief of Staff/CSO will also work closely with senior executive leadership and oversee several complex administrative offices as designated by the president including, but not limited to the President's Lecture Series and the Office of University Strategy and Transformation. In this role, the Chief of Staff/CSO is responsible for organizing, maintaining, communicating, implementing and evaluating the overall university strategy developed by senior leadership in partnership with all major internal constituents. The Chief of Staff/CSO will coordinate with the Office of Marketing and Communications on all strategic communications for the president.</p> |

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

| Education Level | Education Details | Required/ Preferred | |
|-----------------|---|---------------------|--|
| Master's Degree | Higher Education, Business Administration, Public Administration, Public Policy or a related field. | Required | |
| Doctoral Degree | Higher Education, Business Administration, Public Administration, Public Policy or a related field. | Preferred | |

Work Experience

| Experience | Experience Details | Required/ Preferred | |
|--------------|---|------------------------|--|
| Considerable | Minimum of seven years of executive leadership experience within a large organization. | Required | |
| Considerable | Evidence of experience in building relationships and working closely with other senior executive leaders, faculty, staff, board members, and community representatives (or their equivalents in other employment settings). | Required | |
| Considerable | Executive leadership experience at an institution of higher education. | Preferred | |

Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Preferred | |
|-------------------------|--------------------------------|------------|------------------------|--|
|-------------------------|--------------------------------|------------|------------------------|--|

Knowledge, Skills and Abilities

| KSAs | Proficiency |
|---|-------------|
| <ul style="list-style-type: none"> Working knowledge and understanding of the organization, administration, and management of modern institutions of higher education or an institution or business of comparable size and complexity. | Proficient |
| <ul style="list-style-type: none"> Ability to interact effectively and work collegially and respectfully with diverse perspectives and personalities; plan, organize, set priorities and effectively coordinate responsibilities; work independently or as a member of a team; exercise diplomacy and good judgment and discretion; be aware of the President's priorities at all times. | Proficient |
| <ul style="list-style-type: none"> Superior written and oral communication and interpersonal skills, including the ability to facilitate open discussions, collaborate with and respond to multiple constituencies, and write clear and concise reports. | Proficient |
| <ul style="list-style-type: none"> Must be able to effectively resolve conflicts while encouraging partnerships and collaboration. | Proficient |
| <ul style="list-style-type: none"> Must be a strong team player with the ability to work effectively in a very collaborative executive leadership environment. | Proficient |
| <ul style="list-style-type: none"> Ability to use sound judgment and to respectfully work with all levels of staff. | Proficient |

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

| Essential Function | % TIME |
|--|--------|
| <ul style="list-style-type: none"> Represents the president as appropriate in resolving issues and concerns from all constituent groups. | 0% |
| <ul style="list-style-type: none"> Responds to daily requests for president's assistance in handling inquiries, correspondence, and/or gathers appropriate background information for the president to make a decision. | 0% |
| <ul style="list-style-type: none"> Responds to and meets with a broad range of internal and external individuals and groups, frequently related to matters of immediate concern, and coordinates responses, solutions, and follow up with the president and other appropriate executive University leaders as needed. Ensures accurate and timely communication from the president with both internal and external constituents including the Board of Regents. | 0% |
| <ul style="list-style-type: none"> Serves as the president's key advisor and representative with other vice presidents and direct reports. Attends campus and special events on behalf of the president as required. May serve as president's representative on campus committees or outside organizational boards as needed. | 0% |
| <ul style="list-style-type: none"> Provides substantive and analytical information for the president in relation to the president's responsibilities with academic, student, business, advancement and external communities. | 0% |

Essential Functions

| Essential Function | % TIME |
|--|--------|
| <ul style="list-style-type: none"> Coordinates and manages all employment related matters, planning and oversight of budget, and management of daily operations of the Office of the President and will receive delegated signature authority as needed. | 0% |
| <ul style="list-style-type: none"> Responsible for review of campus and system policies prior to approval by the president. Advises the president on policy and organizational issues and coordinates special initiatives as determined by the president. Assists in the planning of special events working in conjunction with the Office of Special Events. Handles special projects and monitors public policy issues. | 0% |
| <ul style="list-style-type: none"> Prepare, review, process and distribute documents at the direction of the president to facilitate workflow and document management. | 0% |
| <ul style="list-style-type: none"> Participate in professional organizations to provide the president with information about changes in federal and state regulations and best practices for policies that affect management and administration of higher education. | 0% |
| <ul style="list-style-type: none"> Lead the university strategic planning process. | 0% |
| <ul style="list-style-type: none"> Actively administer the university strategic plan and its goals. Work with responsible offices to address challenges and ensure timely achievement of short-term and long-term critical priorities. Provide progress reports the president on a regular basis. | 0% |
| <ul style="list-style-type: none"> Conducts research for the president on an array of topics and for a breadth of constituents. Track, monitor and follow the progress of projects, action items, strategies that emanate from meetings. Develop memos, communiques, and correspondence on behalf of the president. | 0% |
| <ul style="list-style-type: none"> Manages critical initiatives and programs designed to support institutional goals and achieve the university's mission and strategic vision across multiple divisions; ensures that constituent representatives are kept appropriately informed of project activities and are encouraged to participate as appropriate. | 0% |
| <ul style="list-style-type: none"> Engages with UH System Government Relations office, stays current on all existing and proposed legislation, meets with local, state and federal government officials to advocate legislative efforts that are beneficial to UHCL. | 0% |
| <ul style="list-style-type: none"> Coordinates with the Office of Institutional Effectiveness on the development and use of reporting software. | 0% |
| <ul style="list-style-type: none"> Responsible for making high-level decisions on a regular basis. | 0% |
| <ul style="list-style-type: none"> Performs additional job-related duties as assigned by the president. | 0% |
| <ul style="list-style-type: none"> | 0% |

PRE-EMPLOYMENT

| | |
|--------------------------|-----|
| MVR: | Yes |
| Criminal History: | Yes |
| Physical Exam: | No |
| Hearing Exam: | No |
| Pulmonary Function Test: | No |

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

| Physical Demand | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|-----------------|-----|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | | X | | | | |
| Carrying | | X | | | | |
| Pushing | | X | | | | |

Physical Demands

| Physical Demand | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-----|--------|--------------|------------|------------|--------|
| Pulling | | X | | | | |
| Climbing | | X | | | | |
| Balancing | | X | | | | |
| Stooping | | X | | | | |
| Kneeling | | X | | | | |
| Crouching | | X | | | | |
| Crawling | | X | | | | |
| Reaching | | X | | | | |
| Handling | | | X | | | |
| Grasping | | | X | | | |
| Feeling | | X | | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

Working Environment

| Working Condition | N/A | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-----|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | | X | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Travel Requirements

| Estimated Amount | Brief Description |
|------------------|-------------------|
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