AUBURN
Human Resources

Chief of Staff
Job Description

JOB INFORMATION

Job Code	EC05
Job Description Title	Chief of Staff
Pay Grade	FOUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Exempt
Organizational use restricted to the following divisions	100 Office of the President
Approved Date:	12/19/2024 2:40:25 PM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

The Chief of Staff is a senior member of the President's executive team, responsible for overseeing and executing initiatives and activities established by the President. This role involves managing, facilitating, coordinating, and directing key functions and activities within the president's Office. The Chief of Staff interfaces with Senior Officers of the University and other individuals who provide direct support to the Office of the President. This position supervises professional, support, and technical staff as assigned.

RESPONSIBILITIES

- Leadership
  i. Assures the effective and efficient operation of assigned functional areas by providing sound leadership and direction.
  ii. Provides direct support to the President with the primary goal of implementing the President's vision and successfully achieving Auburn University's mission.
  iii. Represents the President at a variety of internal and external meetings and events, conveying the President's perspectives during senior management discussions on policies, procedures, and practices.
- Operations
  i. Ensures the efficient operation of the Office and carries out special projecsts as directed by the President. Works collaboratively with senior officials and other managers in addressing matters that may have a University-wide impact.
  ii. In coordination with the senior staff of the University, develops and distributes planning documents, position papers, special and occasional reports, and studies to be used by the President and other system administrators in contact with the public.
  iii. Leads studies and research projects and conducts fact-finding on sensitive issues as directed by the President.
  iv. Prepares and/or directs the preparation of certain correspondence relative to the President's Office.
  v. Coordinates staff support for University administration and committees, task forces, and study groups appointed by the President.
- Outreach
  i. Assists in the coordination of such community relations activities as may be required to successfully advance the vision and agenda of the President and the Board of Trustees.
  ii. At the President's direction, serves as liaison to university stakeholders.
  iii. Works collaboratively with the President's staff and others in coordinating or directing planning and implementation of major University ceremonies and events hosted by the President.
- Planning

RESPONSIBILITIES

	i. Assists in the implementation of the Auburn University strategic plan. ii. Working with senior staff, provides feedback to the President on policies and procedures.
•	Where appropriate and required by circumstance, serves as spokesperson for Auburn University.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline.	and	10 years of	Experience working in a large public research university in a leadership position of director or above.	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated ability to manage large and diverse organizations with emphasis in the field of higher education government or field enhancing the direction of functions specific to the delivery of services in higher education setting.	
Demonstrated ability to develop strategic plans and policies, to grant people watching desired and demonstrated understanding of all dimensions of an R1 and Division 1 university.	
Demonstrated ability and achievement in the areas of compliance and legal foundations and responsibilities.	
Demonstrated commitment to organizational effectiveness and excellence.	
It is expected that there will be up to one year of on-the-job training required to learn all the major duties and be able to perform them at a fully competent and proficient level.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:
Ability to see information in print and/or electronically.