



JOB INFORMATION

<i>Job Code:</i>	111052
<i>Job Title:</i>	Presidential Chief Of Staff
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Senior Executive
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	2 Senior Executive

JOB SUMMARY

Oversees, directs and coordinates the operations of the university president's office and home. Participates in short- and long-range planning for president's office. Directs and guides the planning and implementation of projects, programs, events, activities and procedures for daily operations of president's office and home. Develops processes and procedures to ensure appropriate monitoring and follow-up. Has responsibility for staff supervision, protocol matters, budget development and administration, communication management, policy and procedure development and implementation, space allocation and design, purchasing administration, and workflow coordination. Serves as director of protocol and as senior advisor to the university president. Acts on behalf of the university president assuring and providing critical, high-level support to optimize president's time. Serves as Associate Secretary to Board of Trustees with responsibility for all aspects of operations of board of trustees. Acts as chief communication liaison to board of trustees, senior vice presidents and athletic director on behalf of the president Provides information and administrative assistance to board of trustees, officers, and senior management. Reports to university president.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		10 years	
	X	15 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related administrative management experience in a university or corporate environment.
X		Thorough knowledge of management principles, budgeting, finance, and applicable laws/regulations Demonstrated leadership in planning, organizing and operating an executive office or a large complex division or department.
X		Exceptional interpersonal skills.
X		Outstanding oral and written communication skills.
X		Strong planning and organizational skills.
X		Ability to use computer technology with efficiency and effectiveness.
	X	Demonstrated leadership in planning, organizing and operating an executive office or a large complex organization, division, or department in an academic setting

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees, directs and coordinates the operations of the university president's office and home. Has responsibility for supervising staff, protocol matters, budget development and administration, communication management, policy and procedure development and implementation, space allocation and design, purchasing administration, and workflow coordination. Ensures the office and home are maintained to the highest and most current standards. Participates in short- and long-term planning for president's office and home including projects, programs, events and activities. Oversees the development, implementation and evaluation or review of plans and criteria for a variety of activities. Assesses feasibility of proposed plans, projects and equipment. Ensures deadlines are met keeping in mind administrative priorities.				
Serves as senior advisor to and acts on behalf of the president assuring and providing critical, high-level support to optimize president's time. Provides information, interpretation and counsel to president on issues related to the university and the operations, relations and priorities of the president's office. Administers search committees for senior level administrative positions (e.g., senior vice presidents, athletic director). Elicits counsel from key advisors to the president on various issues and matters.				
Participates in the creation of strategic plans and develops processes to ensure appropriate monitoring and follow-up. Gathers multiple inputs and integrates plans and requests based on office priorities. Sets goals, establishes priorities, manages resources, develops concepts and approaches, reviews projects progress and results.				
Serves as Associate Secretary to Board of Trustees. Has responsibility for all aspects of operations of board of trustees. Supports the chairman of board on various matters as requested. Assists and supports chairman of Board of Trustees Personnel Committee in matters related to nominations of trustees and university officers. Oversees maintenance of board master calendar and coordination of board committee meetings. Oversees preparation of agenda and back-up materials and preparation of minutes. Has responsibility for maintenance of permanent board of trustee minutes and university bylaws.				
Represents the president to university and public constituents as directed by president and first lady. Acts as chief communication liaison to board of trustees, senior vice president and athletic director on behalf of president. Develops, manages and maintains an effective communication program within the president's office. Meets with president and first lady on a regular basis regarding various communications dealing with calendar scheduling, special requests, event requests, etc. Ensures the timely reciprocal exchange of information among top management, faculty and staff and that the president is briefed and advised on all matters by appropriate individuals.				
Directly or indirectly manages staff, usually through subordinate directors, managers and professional staff. Conducts daily staff meetings. Determines organizational structures, reporting relationships and short- and long-term staffing needs based on goals. Reviews and approves hiring and salary actions to ensure compliance with policy. Oversees performance appraisal process for staff and remains informed of any disciplinary actions required.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Develops and administers the office budget. Approves expenditures and ensures the generation of detailed financial reports. Analyzes financial data for trends and develops forecasts. Apprises president of financial status.				
Develops and administers office policies and procedures. Interprets applicable policies and procedures. Ensures compliance and approves any necessary exceptions.				
Oversees the overall coordination of activities with offices of officers and senior management, board of trustees, political and civic leaders, major donors, and other public and private contacts, etc. Provides information and administrative assistance to board of trustees, officers, and senior management through specialized service departments. Interacts on behalf of president with alumni, parents, corporate and government constituents and leadership of Faculty Senate, Staff Assembly and Student Senate.				
Interacts on behalf of president with athletic director and faculty athletic representative, who report to the president on matters related to the NCAA, Pacific 10 Conference and President's Athletic Advisory Board.				
Considers and approves all meeting requests; reviews with president. Oversees the planning and organizing of various meetings, focus groups, etc. including oversight of the creation of agendas and preparation and distribution of minutes. Compiles data, statistics and other information and materials for meetings, presentations, etc. Schedules and discusses cabinet agenda with president. Maintains and distributes cabinet agenda. Attends meetings as appropriate, takes action notes and distributes as needed.				
Oversees the planning of various special projects and events. Approves all event requests after review with president. Liaises to director of public relations projects and university relations. Performs ad hoc project analysis. Analyzes, summarizes and/or reviews data; reports findings, interprets results and/or makes recommendations.				
Resolves issues and requests referred to president's office by faculty, staff or students. Meets with concerned parties to discuss requests or complaints and determines best course of action for effective resolution.				
Oversees and directs presidential staff and others in the preparation of correspondence, memoranda, documents, special materials, etc. Works with speech writers to ensure proper message and tone for statements, speeches and proposals, etc. Ensures correspondence, documentation and materials are completed in a timely manner.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties

at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.