**Agnes Scott College**

**Job Description**

**Title**: Chief of Staff and Secretary of the Board **Hours**: Full-time

**Office**: Office of the President **Overtime:** Exempt

**Reports to**: President **Date Prepared:** March 23, 2023

**Work Period**: 12months **Job Grade**: 12

**BLS/SOC #:** 11-9033

**General Summary:** The Chief of Staff and Secretary of the Board at Agnes Scott College is responsible for coordinating and advancing the work of the Office of the President and the Board of Trustees. The Chief of Staff and Secretary of the Board supports the president in leading an effective senior administrative team and in realizing the college’s mission and strategic vision. The Chief of Staff and Secretary of the Board serves as a trusted aide, thought partner and advisor to the president; provides operational leadership to the Office of the President; collaborates on all presidential communications; oversees institutional research and effectiveness; and may serve as the college’s accreditation liaison.

**Principal Duties and Responsibilities**

* Ensures operational efficiency and effectiveness of the Office of the President, leading a culture of equity and inclusion, excellence, service, professionalism and continuous improvement
* Supervises personnel in the Office of the President; oversees presidential entertaining; develops and manages office budget; and maintains accurate confidential files and document archives
* Serves as an information conduit to the president; keeps president abreast of issues, news and concerns; ensures the accurate, proper and timely flow of information and that the president has all the information necessary to make informed decisions
* Assists the president with college-wide operational issues, including governance, human resources and financial issues
* Has delegated signatory responsibility for financial and administrative transactions requiring the president’s approval
* Responds to routine inquiries on behalf of the president and ensures all inquiries are addressed properly, efficiently and judiciously, tracking progress until resolved
* Assists in drafting sensitive and/or high-level correspondence
* Works closely with the communications and marketing team on internal and external presidential communications and social media platforms; public remarks, speeches and presentations; op-eds, web presence and special projects
* Coordinates agendas for the president’s cabinet and tracks progress and follow-up on key cabinet-level initiatives
* Collaborates in policy and strategy development with and advises college vice presidents in a variety of capacities
* Works to advance a wide range of initiatives, programs, projects and events in support of institutional priorities, often in collaboration with vice presidents
* Manages strategic planning processes
* Serves as an elected officer of the Board of Trustees and the corporate secretary
* Coordinates work of the Board of Trustees, including but not limited to, setting agendas and planning meetings of the board, managing board communications and maintaining board records
* Works closely with the Governance Committee of the board on trustee recruitment, orientation and development
* Oversees institutional research and effectiveness
* May serve as SACSCOC accreditation liaison with primary responsibility for decennial reaccreditation reviews and fifth-year interim reports
* Collaborates with general counsel to ensure college compliance with all laws and regulatory requirements and on federal and state government relations

**Requirements**

**Education:** A bachelor’s degree or higher

**Experience:** 10 plus years of professional experience in positions of increasing responsibility

**Knowledge/Skills/Abilities:**

* Alignment with Agnes Scott College’s mission, values and strategic vision
* Ability to think critically and strategically about institution-wide matters
* Commitment to diversity, equity and inclusion and ability to work effectively with those of diverse backgrounds
* Excellent judgment, diplomacy, tact and discretion
* Ability to maintain confidentiality in all interactions
* Extraordinary communication skills (writing, presentation, personal) with wide range of stakeholders
* Flexibility and ability to navigate a complex, fast-paced environment
* Ability to execute with excellence and work to deadlines, inspiring others to do the same
* Strong organizational, collaborative and project management skills
* Excellent proofreading skills and attention to detail

**Physical Demands**

Intermittent sitting, standing, stooping, crouching, walking, and occasional moving of light objects. Work is performed in an office.

**Disclaimer**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.  The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Review/Approvals

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Employee signature Date

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Director or Manager signature Date

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Vice President or Dean signature Date

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Reviewed by People and Culture signature Date