# Chief of Staff – Position Description

## Position Purpose

## The Chief of Staff to the Dean will perform various executive duties in managing the operations of the Office of the and furthering its operational and strategic objectives. Manage strategic projects out of the Dean’s Office and supervise associated administrative staff. Responsible for supporting designated activities related to the Dean’s functions, including activities related to the educational, research and clinical missions of the College.

## Duties and Responsibilities

* Distribute and identify resources for goals to be met regarding oversight and management of departments, institutes and centers of the College. Provide full support in a discretionary manner and oversee selected activities related to the office and activities of the Dean.
* Coordinate activities related to strategic priorities for the Dean’s office, such as creation of new departments, institutes and centers, and promotion of inter-institutional alliances relating to the three missions
* Provide administrative leadership for major programmatic grant initiatives, such as NIH CTSA, U01 and P01 grants
* Work effectively with the Chief Operating Officer, to advance specific projects in his/her area
* Work effectively with the Vice Dean for Research and senior associate deans within the Medical College, to advance specific projects in their areas
* Provide administrative staff support (directly and/or through oversight of assigned staff) for key Dean's leadership and management committees;
* Manage special projects, programs and other special initiatives as assigned by the Dean, that relate to the Medical College, as well as to the Dean’s other senior leadership roles as Senior Vice President
* Perform strategic, operational and financial analyses, tied to the educational, research and clinical missions of the Medical College; Oversee and direct selected administrative functions within the Medical College as defined by the Dean, including ones dealing with facility planning and utilization; information technology, human resources, institutional research, and budget preparation;
* Serve as negotiator, facilitator, liaison and/or intermediary to resolve internal or external administrative issues
* Oversee processes to identify and recruit Senior Academic and Group Practice leadership
* Develop presentations for the Dean for both internal and external audiences
* Coordinate activities and functions of the Dean's Office with internal and external constituents
* Prepare correspondence, reports, and other complex documents at the request of the Dean
* Oversee the development and implementation of standard operating procedures for the effective and efficient operation of the Dean's Office, supervise selected staff within the Dean's Office
* Interact with co-workers, visitors, and other staff consistent with the core values of the University.

## Knowledge, Skills and Abilities

* Oversee preparations for and conduct of external site visits associated with accreditation processes, regulatory oversight, and programmatic grants
* Provide administrative leadership for clinical program initiatives, both on campus and at outreach sites, including development of clinical satellites and clinical service alliances with outside hospitals
* Implement new departmental and Chair review processes, and oversee internal and external review committees associated with these reviews and preparation of their final reports to the Dean
* Serve as point person for Dean’s office oversight of Chair performance evaluations and management of Chair’s bonus plan
* Prepare executive power point presentations, including those related to grant applications and site visits, presentations to the President and the Board of Trustees, Executive Council, seminars and other events
* Maintain up-to-date word processing skills and computer techniques
* Independently multi-task numerous projects and assignments on short notice with ability to research unfamiliar techniques/procedures
* Demonstrate commitment to our core values of excellence and innovation, integrity and respect, teamwork and communication

## Position Requirements

Education: Bachelor’s degree

Experience: 10+ years of administrative experience in a large academic institution supporting senior management

FLSA: Exempt