



Job Description

Position Title: Executive Vice President and Chief Operating Officer

Fair Labor Standards Act (FLSA) Classification: Exempt

Grade: Unclassified

The following statements are intended to describe the general nature and level of work that is to be performed in the identified position. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified as other duties may be assigned.

Summary:

As the principal aide to the President, handles a wide range of matters of institutional importance on behalf of the President, and oversees all operations of the Office of the President, to include management of staff, budgets, administration, policies, and procedures. Provides coordination and oversight in the development of defined core initiatives for the Office of the President. Serves as the President's primary strategic liaison with University and community constituencies. Plan, direct, or coordinate operational activities at the highest level of management with the help of vice presidents, other executive staff and department managers.

Essential Duties and Responsibilities:

- Serves as principal aide to the President; supports the President in dealing with a range of faculty, staff, student, and public affairs issues; directly handles matters of institutional importance on behalf of the President, as appropriate.
- Determines and formulates policies and provide overall direction of university within guidelines set up by the President.
- Coordinates and integrates the activities of Senior Advisors to the President in the development and implementation of established core initiatives for the Office of the President.
- Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the organization's goals and objectives; oversees recruitment, training, supervision, and evaluation of unit staff.
- Serves as the President's primary liaison with University, government, and/or community leadership on strategic and operational matters pertaining to the specific area of institutional interest.

- Serves as the chief aide and liaison to the University Board of Regents on matters not directly handled by the President; handles program support activities and matters of institutional significance for the Board on behalf of the President.
- Provides integrated policy analysis and strategic consultation to the President and senior administration on major issues affecting the University.
- Advises the President and senior leadership on best ways to position the institution with civic and business leadership, alumni, and regional elected representatives on issues that have a direct, strategic impact on the core initiatives.
- Interacts with senior University, industry, government, and community officials and stakeholders in the representation and development of strategic program initiatives.
- Prepares and/or contributes to the preparation of reports, briefings, presentations, and responses on institutional and strategic issues, as appropriate.
- Oversees all facets of the daily operations of the organizational unit, ensuring compliance with all relevant laws, regulations, policies, and operating agreements.
- Coordinates special projects on behalf of the President, frequently involving senior officers of the University.
- Participates with the President and other senior officers in institutional planning, policy development, and problem resolution.
- Identifies places to cut costs and to improve performance, policies, and programs.
- Supervisors the areas of the Vice President for Business & Finance, Vice President for Student Affairs, Vice President for Marketing, Communication & Advancement, and Chief Information Officer.
- Directs the organization's guidelines on a day-to-day basis.
- Directs human resources activities, including the approval of human resource plans or activities.
- Works with members of the university and governmental bodies to meet designated legislative goals.
- Coordinates legislative efforts by working with state, local, and federal government, including senators and house members, advocacy groups, citizens to convey legislative goals as well as the media.
- Assists with meeting legislative goals by creating policy proposals and working with government agencies and citizens.
- Conducts research and monitor legislation.
- Tracks happenings within the government that could affect the university.
- Researches policies to see what changes could be advantageous and which trends might negatively impact the university in the future.
- Participates in financial matters including budgeting and management of department's finances.
- Performs miscellaneous job-related duties as assigned.

Minimum Position Requirements (including certifications, licenses, etc.):

Doctorate from an accredited institution of higher education and at least 10 years of related experience at a senior staff level.

Knowledge, Skills and Abilities:

- Knowledge of the goals, objectives, structure and operations of a major public university
- Knowledge of organizational structure, workflow, and operating procedures
- Knowledge and understanding of institutional policies and procedures and the regulatory environment within which they operate
- Advanced knowledge and understanding of the strategic needs of the community in the areas of public education and economic development
- Exceptional interpersonal skills and the ability to interact effectively with academic leadership, faculty, community leadership, and funding agencies
- Strategic planning skills
- Demonstrated leadership, organizational, and management skills
- Employee development and performance management skills
- Advanced analytical, evaluative, and objective critical thinking skills
- Strong analytical and critical thinking skills and the ability to analyze, summarize, and effectively present data
- Advanced verbal and written communication skills and the ability to present effectively to small and large groups
- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Ability to foster a cooperative work environment
- Ability to perform complex tasks and to prioritize multiple projects