

Chief Officer to the President

Valdosta State University

FLSA Status: Exempt (Executive)

Job Type: Full Time

Application Due: Open Until Filled, initial review of applications begins March 10, 2021.

Desired start date: July 1, 2021

Salary: \$109,330 Up to an additional 10% can be considered for well qualified individuals

SUMMARY:

Valdosta State University seeks a highly qualified Chief Officer to the President (CO) to work closely with (as a member of) VSU's executive team and lead administrators. The CO provides executive level support and is responsible for a wide range of duties that advance the University's reputation, mission and vision, and ensures the success of the President by providing exceptional leadership and effective management in administration, project oversight, communications, relationship-building, and decision-making.

PRIMARY DUTIES AND RESPONSIBILITIES:

Leadership, Direction, and Supervision

Responsible for planning, directing, coordinating, and managing daily operations of the Office of the President. Ensure initiatives of President are effectively developed, communicated, and executed. Lead implementation and change management efforts of strategic objectives, partnering with appropriate leaders, faculty and staff to achieve goals. Lead projects and initiatives and negotiate ideas that advance VSU's administrative effectiveness, engaging the right resources and holding parties accountable for deadlines. May lead high priority cross functional or divisional teams or projects. Supervise the President's Office support staff and the Director of Internal Audits, and provide joint managerial oversight of the Chief Legal Affairs Officer and the Chief Information Officer in tandem with the President.

Administration

Plan, develop, and implement University objectives and strategic initiatives as they relate to the effective functioning of the University. Create systems and processes to prioritize requests and activities, using excellent judgement to determine which requests or activities require the direct involvement of the President in order to ensure the President's time remains focused on the highest priority activities. Facilitate meetings with administrators, prepare agendas, disseminate pertinent information, and follow up on necessary matters to communicate objectives between departments and expedite completion. Establish, foster, and promote effective collaborations with diverse stakeholders for increased efficiency and effective responsiveness into existing operations and help to define new operational strategies. Identify new external partners to advance strategic priorities.

Subject-matter Expert

Assume major management responsibility for a wide range of projects or initiatives. Responsibilities are diverse and general in nature and may reflect more than one functional area. Forecast needs, requirements, and direction for operational changes. Advise the President on potential issues and recommends appropriate follow up responses or actions. Organize and prioritize critical issues and require information to facilitate efficient decision making and direct next steps. Provide information, advice, and participate in university decision-making groups. Coordinate the development and implementation of best practices for the University. Solve complex problems; take a broad perspective to identify innovative solutions. Work independently, with guidance in only the most complex situations.

Department Representative

Serve as a member of the President's Cabinet (senior leadership group) and University Council (senior management and planning advisory group). Represent the university and the division to internal and external groups and individuals. Respond to questions, concerns, issues, and requests on behalf of President. Speak on the

President's behalf at campus and community events as needed and in a manner that both complements and remains consistent with the President's goals and visions, including at student/faculty events, regional civic clubs, etc. Ensure the accurate, proper, and timely flow of information to and from the Office of the President in support of recurring and special projects. Maintain confidentiality of privileged information and duties that require sensitivity, independent judgment, diplomacy, discretion, and flexibility. Serve as a sounding board and ensure the President has all the appropriate information to anticipate issues and make a decision.

Manage Budget

Lead the annual budget development process for the division. Anticipate divisional needs and track expenses. Operate within established budgets and effectively manage capital and operating budgets.

Compliance

Plan and direct all administrative, financial, and operational activities for the Office of the President. Research and evaluate new or changed Institutional or Board of Regents policies, rules or guidance as it relates to the Office of the President and ensure ongoing compliance. Serve as the subject matter expert.

Policy and Procedure

Establish and administer policies and operating procedures within the Office of the President to support broad functional objectives.

REQUIRED QUALIFICATIONS:

Master's degree in a specified field and ten years (10) years of work experience in a related field is required which at least seven (7) years must have been in a supervisory role.

Requires completion of VSU's Annual Compliance Training course

Position Requires a Criminal Background Check.

Position Requires a Credit Check

ESSENTIAL Knowledge, Skills and Abilities:

- Ability to exercise sound judgment and excellent discretion
- Ability to prioritize and manage multiple projects simultaneously while meeting deadlines
- Ability to communicate sensitive information diplomatically both verbally and in writing to individuals at all levels
- Ability to work collaboratively with wide variety of stakeholders in a multi-constituency environment
- Attentive to detail
- Ability to research, interpret and manipulate complex data, and communicate findings concisely in comprehensive reports
- Ability to travel, work extended and/or weekend hours to support the President as needed
- Maintain utmost confidentiality
- Develop, implement, and interpret policies and procedures
- Excellent organizational, conflict resolution, and problem-solving skills
- Strong research, writing, and presentation skills
- Lead diverse, interdepartmental initiatives
- Manage and prioritize complex projects
- Forge partnerships, build relationships, and garner support from internal and external constituencies to ensure individuals and units or departments work together smoothly
- Advanced proficiency of database and spreadsheet software and other office programs
- Exceptional interpersonal, written and oral communication skills
- Proven troubleshooting skills as demonstrated from application materials, references, and professional work history

CANDIDACY: The ideal candidate will have:

- A proven track record in strategic planning and implementation of processes, procedures, and guidelines incorporating an understanding of requirements by constituent groups including, but not limited to: finance, administration, research and instruction, and student/faculty services.
- Strong communication and interpersonal skills including demonstrated ability to develop and maintain constructive and professional relationships with University administrators and staff, campus leadership, constituents at all levels and industry partners.
- Proven experience in a management role, with a special focus on executive-level advising and interdepartmental collaboration.
- Must be comfortable working on cross-functional priorities at a strategic and operational level, thriving in an intellectually engaging role that demands a higher level of excellence.
- Exceptional interpersonal skills for navigating and influencing within a complex environment with varying demands and considerations.
- An ability to quickly gain in-depth knowledge of the Office of the President and university while building trust with the President, staff & faculty, University leadership, and other constituencies.
- Proven project management skills with experience managing deadlines, ability to understand and address interdependencies and competing preferences, manage various stakeholders, and familiarity with efficient systems and processes.
- Demonstrated success as a member of unit or college/university-wide leadership team.
- Abilities as a self-starter and comfortable with shaping their role in the future for the most impact to the University.

Valdosta State University is an Equal Opportunity educational institution and has a strong institutional commitment to diversity. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people, including, but not limited to women, minorities, and individuals with disabilities. Valdosta State University has a non-discrimination policy that includes sex, race, color, sexual orientation, religion, age, marital status, national origin, disability, and veteran status.