



**Philander Smith College**  
Chief-of-Staff, Office of the President

**SUMMARY of POSITION:**

The Office of the President at Philander Smith College is seeking to identify a dynamic professional to fulfill the responsibility of the President's Chief-of-Staff. As a Member of the College's Executive Cabinet, the Chief-of-Staff will work closely with the President, the College's Board of Trustees, the Executive Cabinet, and constituents throughout the campus community in support of the College's mission. The Chief-of-Staff will also support the President in the execution of a broad range of strategic initiatives in fulfillment of the College's 10-Year Long-Range Strategic Plan. The Chief-of-Staff will be expected to represent the President within diverse internal and external communities.

**REQUIRED QUALIFICATIONS:**

- Master's Degree is required, terminal degree (e.g. Ph.D., Ed.D, JD, MBA) preferred.
- Demonstrated experience in supporting a senior-level administrator, preferably in the college/university setting.
- Must be mission-driven, results-driven, and community-oriented.
- Demonstrated ability to lead effectively and with excellence.
- Demonstrated ability to start and complete tasks with little to no supervision.
- Detailed-orientation with the ability to frequently multi-task on several competing priorities.
- Strong organizational skills and ability to achieve high performance goals in a fast-paced environment.
- Expert-level written and verbal communication skills, including excellent spelling, and grammar usage.
- Proficient in Microsoft Office Suite, Adobe Acrobat, and social media platforms (e.g. Facebook, Twitter, Instagram, etc.).
- Proactive disposition to problem-solving with strong decision-making capacity and high level emotional intelligence.
- Highly resourceful team player with the ability to build relationships and directly address challenges.

- Proven ability to handle highly confidential information with discretion, be adaptable to competing demands, and demonstrate the highest level of customer service.

**RESPONSIBILITIES:**

- Provide executive and strategic support to the President.
- Advise the President on issues related to organizational climate, policy, and other topics relevant to the College's success.
- Assist the President to deliver on short- and long-term strategic objectives.
- Represent the President, when necessary, on any decision-making body focused on institutional priorities.
- Draft reports and presentations for public consumption on behalf of the President.
- Draft significant correspondence on behalf of the President.
- Represent the Office of the President and provide leadership to strategic initiatives or assignments prioritized by the President.
- Collaborate with Executive Cabinet Colleagues in fulfillment of projects, priorities, and other activities.
- Manage the day-to-day functions of the Office of the President, with supervision responsibility for all staff in the Office of the President.
- Serve as the Staff Liaison to the College's Board of Trustees.
- Review contracts and agreements on behalf of the Office of the President, and recommend final documents to the President for signature.
- Serve as Chief Protocol Officer for all formal College events (e.g. Convocations, Commencement, and Other Special Programs).
- Demonstrate adaptability and flexibility in meeting the scheduling demands of the position.
- All other duties as assigned by the President in fulfillment of the College's Mission and Vision.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Experience with executives in a college/university setting.
- Demonstrated experience in project and event planning.
- Strong knowledge of the college/university structure, as well as general policies and practices in the post-secondary environment.
- Proven expertise in planning and executing operational plans, managing projects and/or programs, budgeting and cost control.
- Exceptional written and oral communication skills, with the ability to perform copy editing.
- Strong managerial and leadership skills, with the demonstrated ability to motivate and empower direct and indirect reports to achieve priorities.

- Strong negotiation skills and ability to reach mutual points of agreement among peers and colleagues.
- Experienced in training and facilitation.
- Excellent interpersonal skills.
- Exceptional organizational skills.
- Adaptable learning style with the ability to effectively multi-task.
- Professional acumen and sensitivity to differing perspectives.
- Proficient in computer usage.
- Proficient in statistical analysis.

**HOW to APPLY:**

Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a letter of application, resume, and a list of three references to: [humanresources@philander.edu](mailto:humanresources@philander.edu). Email subject line should include the full name of the position for which you are applying, and documents should be in PDF format. You may also mail your information to:

**Philander Smith College  
Attn: Office of Human Resources  
900 Daisy Bates Drive  
Little Rock, AR 72202**

Philander Smith College is an equal opportunity employer and does not discriminate against applicants or employees based on age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.