



Job Vacancy Announcement

Chief of Staff

POSITION TITLE: Chief of Staff

JVA#: 2024- 23

DEPARTMENT: President's Office

POSITION SUMMARY: As an integral member of Interim President Dr. Darrin Martin's leadership team, the **Chief of Staff**, at the President's direction, plans and administers scheduling, financial, and operational activities for Bluefield State's President, and works closely with Senior Staff and the Cabinet. The chief of staff organizes and prioritizes critical issues and required information for the President to facilitate efficient decision-making.

POSITION CLASSIFICATION/COMPENSATION: This position is Non-classified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. The position is dependent upon available funding.

CORE RESPONSIBILITIES:

- Plans and directs all administrative, financial, and operational activities for the organization's President, CEO, or other executive. Organizes and prioritizes critical issues and required information for the executive to facilitate efficient decision-making.
- Serves as principal aide to the President and provides support in dealing with a range of faculty, staff, students, West Virginia Higher Education Policy Commission system office, BSC Board of Governors, state legislative and federal relations, and public affairs issues; directly handles matters of institutional importance as assigned on behalf of the President.
- Works closely with the institution's management team to facilitate communication and ensure implementation of stated objectives in a timely, effective, and efficient manner.
- Acts as President's liaison; assures accurate flow of information between offices/units and institutional executives.

- Assures compliance with federal/state regulations, WV HEPC system office, and College operating policies and procedures. Ensures appropriate organizational decision-making protocols are understood and followed.
- Gathers, researches, analyzes, and/or studies information affecting university-wide operations; prepares confidential correspondence and other documents of a highly sensitive nature.
- Reviews, researches, and summarizes a variety of administrative information and data, and prepares related reports and/or responses for key personnel on and off campus.
- Compiles information and data into reports, presentations, talking points, speeches, or articles for the President on an array of topics for a wide range of constituents on institutional and strategic issues
- Creates, researches, and/or obtains briefing documents, creates executive summaries and background materials necessary for meetings and events from a wide variety of sources.
- Participates in key constituent meetings to guide strategy and policy to ensure appropriate responsive follow-up and accountability, and to facilitate resolution of matters requiring the President's attention.
- Develop and deliver complex presentation materials including charts, graphs, and other data representations, and make recommendations for new operational strategies, programs, and/or revisions to existing policies to senior leadership and other diverse groups.
- Provide ongoing analysis and delivery of projects to maximize the use of resources including time, people, and money. Monitor project costs and performance, service levels, and other metrics required to ensure project goals and objectives are met.
- Participate in accreditation activities
- Research, compile, assemble, analyze, and interpret data from diverse sources.
- Prepare and present a variety of clear and concise administrative and financial reports.
- May perform special projects and other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS: Bachelor's degree in higher education administration, public administration, business management, or related field required, Master's preferred; and at least 10 years of progressively responsible management experience in higher education administration, including fiscal operations and budgeting administration. Demonstrated experience in report writing and data analysis skills. Ability and experience in applying and utilizing software and technology to develop creative solutions to effectively solve problems.

PREFERRED QUALIFICATIONS: Demonstrated experience in report writing and data analysis skills. Ability and experience in applying and utilizing software and technology to develop creative solutions to effectively solve problems.

THE UNIVERSITY: The mission of Bluefield State University is to provide students with an affordable, accessible opportunity for public higher education. Bluefield State University, a historically black institution, prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. BSU welcomes all qualified candidates to apply. More information about the University is available at: <https://bluefieldstate.edu/>.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED: November 4, 2024

CLOSING DATE: For full consideration, applications must be received by 4 p.m. EST, Monday, November 18, 2024. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.