



Chief of Staff to Vice Chancellor of Student Affairs

Job Category: Managerial/Professional

Unit: Student Affairs

Position Code: SSA8510A

Closing Date: 11/24/2018

Salary: \$110,000 - \$125,000

Location: Campus Site

Background

check: Background check and fingerprinting may be required

Description: ABOUT THE JOB

The Chief of Staff (CoS) for Division of Student Affairs reports to the Vice Chancellor for Student Affairs and serves as the senior aide to the Vice Chancellor. In serving as the CoS, the incumbent serves as key strategist and advisor to the Vice Chancellor on matters of strategic planning, resource allocation, personnel, processes and policy and is responsible for continuous and integrated improvements on all such matters. On behalf of the Vice Chancellor, the CoS liaisons on high-level strategy and initiatives with key campus partners, including: Planning & Budget, Human Resources, Risk Services, Audit & Compliance, Procurement, Information Technology, External Relations and Communication.

The position supports the efforts of the unit leads with the coordination of budget and human resource activities of more than 20 distinct units with more than 300 employees and a combined operational budget in excess of \$50MM. The Divisional budget is composed of a varied mix of restricted and flexible funds including: general funds, tuition, auxiliary income, grant funding, student fees and philanthropic donations.

The CoS serves as a delegated authority to the Vice Chancellor on a wide range of matters in his/her absence, including matters of budget, finance, personnel, and other general business operations. The CoS represents the Vice Chancellor and the Division on institutional committees. The CoS is empowered to make decisions on behalf of the Vice Chancellor and is charged to ensure the success of key organizational objectives.

Independently responsible for the assessment of inquiries and initiatives directed to the Vice Chancellor, determines the proper course of action for such requests and delegates to the appropriate individual for resolution. Coordinates the Vice Chancellor's day-to-day agenda and works closely with the Executive Assistant in order to ensure efficient operations within the Office of the Vice Chancellor.

KEY RESPONSIBILITIES

1. On behalf of the Vice Chancellor, coordinates with other senior leaders and departmental directors on strategic matters impacting the Division, the institution, its staff and its students. Analyzes and summarizes key items that come before the Division, assessing items for short and long term implications at the institutional, Divisional and unit level and makes recommendations directly to the Vice Chancellor. Oversees analysis and policy development for issues and processes.

2. The CoS will have coordinating oversight for operational, administrative and personnel policies and procedures within the Division. These activities include recruitment, retention, promotion, talent identification, development, and performance management. In this capacity, the CoS manages a number of highly-confidential activities. The CoS will undertake continuous review of processes and procedures in order to be certain Divisional activities align with institutional objectives and makes recommendations to improve efficiency and consistency.

3. Responsible for coordination of items referred to the Vice Chancellor's Office. Routes items to the appropriate entity or works directly with the Vice Chancellor to ensure timely and efficient response. Coordinates elements of the Vice Chancellor's correspondence (including on-line) and day-to-day agenda. Regularly engaged in review of highly confidential matters.

4. Represents the Vice Chancellor on institutional committees and, as appropriate, is delegated signature authority in the Vice Chancellor's absence.

5. Provides administrative leadership on initiatives, including the design and management of projects and programs, integral to student success. Coordinates Divisional events and activities, working with other staff in the division, including but not limited to the annual All Staff Meeting, workshops and professional development programs, and senior level searches.

6. Provides risk assessment and mitigation analyses at both the Divisional and unit level, including coordination with key campus stakeholders (Risk, Internal Audit, Human Resources, Budget) to develop and maintain appropriate controls.

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Qualifications: EDUCATION

- Bachelor's degree in related area of study and five years of progressively related experience or equivalent experience / training required.
- Advanced degree such Masters, PhD or EdD in higher education or related field of study preferred.

CRITICAL KNOWLEDGE AND SKILLS

- Advanced knowledge of the organization's processes, protocols and procedures.
- Advanced skills in short- and long-range planning, program and project management, facilitation and collaboration.
- Sound strategic thinking and consulting skills in guiding the organization toward workable strategies and solutions.

- Proven ability to focus on priorities, strategies, and vision.
- Advanced ability to coach, facilitate and influence people at all levels.
- Advanced ability to build and maintain relationships with a broad range of staff and members of the community.
- Knowledge of common organization-specific and other computer application programs.

PREFERRED QUALIFICATIONS:

- Financial analysis and reporting techniques using business intelligence tools.
- Experience navigating a complex, matrix environment such as in Higher Education.

To Apply: Please complete a UC Merced [application](#) and email along with resume and cover letter to ucmcareers@ucmerced.edu. Please indicate in the subject line of your email the Position Title and Position Number you are applying for. For questions regarding how to apply please email ucmcareers@ucmerced.edu or call 209-228-8247

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

As of January 1, 2014 the University of California, Merced will be a smoke and tobacco free workplace. Information and the Smoke and Tobacco Free policy is available at <http://smokefree.ucmerced.edu>

E-Verify: Effective September 8, 2009, all employers who receive Federal contracts and grants are required to comply with E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify electronically verifies employment eligibility by comparing information provided on the I-9 form to records in the DHS and SSA databases. Certain positions funded by federal contracts/subcontracts requires UC Merced to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check.
[More Information](#)

For information on the comprehensive benefits package offered by the University of California visit:
<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/>

