This vacancy will be considered "open, until filled." However, candidates should apply prior to September 10, 2021 to ensure full consideration.

**POSITION SUMMARY**

The core purpose of the Chief of Staff is to work beside the President while the President fulfills responsibilities internally and externally. The Chief of Staff, when needed, acts as a sounding board and operates on behalf of the President, assuring and providing critical, high-level support to optimize the President’s time. The Chief of Staff participates, along with senior management, in short-and long-range planning for the College. Provides information and administrative assistance to the President as well as to senior management and operating units. The Chief of Staff reports to the President and supports the President’s strategic thinking, visioning, and leadership, while helping to advance the President’s agenda.

**SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

1. Assist with the execution of the vision, strategy, and operations of the Office of the President. Support the operations and objectives of the Office of the President.
2. Work with the President to ensure alignment of the College’s mission and vision with strategic priorities.
3. Help manage the President’s outreach strategy that includes relationship development, communications, and compliance – on campus and beyond.
4. Anticipate, coordinate and organize time-sensitive follow ups to the President’s meetings and engagements.
5. Compiles data, statistics and other information and materials for the President’s meetings, presentations, etc.
6. Assist the President in his document preparation and speaking obligations by preparing drafts and/or edits.
7. Assist the Communications team with writing emails and notes for the President and capturing the President’s voice and style, when needed.
8. Ensure a workable timetable for the President’s planning, correspondence, and event preparation.
9. Provides complex and confidential project management leadership and also support the efforts of unit leads within the college.
10. Creates the systems, processes, and infrastructure necessary for meeting strategic imperatives and goals.
11. Supervises the president’s office staff.
12. Performs other related duties as assigned or requested; duties may evolve over time.

**QUALIFICATIONS**

- Minimum - Master's degree (combined experience/education may substitute for minimum education); 5 years directly related administrative management experience in a college, university, or corporate environment; exceptional interpersonal skills; outstanding oral and written communication skills; strong planning and organizational skills.
- Preferred - 5 years demonstrated leadership in planning, organizing and operating in an academic setting.
- Other Desired Skills – Analysis; assessment/evaluation; conceptualization and design; judgement; networking; problem identification and resolution; project management; research.

**APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to PresSAsearch@oxy.edu.

**Additional Information**

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups whose underrepresentation in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/human-resources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

Rev. August 2021