

Sam Houston State University Human Resources

Staff Classification Description – Chief of Staff

Skill Category: Administrative
Position (Employee) Class: 1M229 (E1)
Grade: NC
Date: 10/2011

Department: President's Office

Educational & Experience Requirement: Master's Degree with at least five (5) years of experience. Prior experience in higher education preferred. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: To relieve the President of a large volume of decisions complex in nature and to provide supervision of other staff in the department. Responsible for many complex office decisions and for supplying dependable factual and financial information from a variety of sources. Serve in an advisory capacity to the President as a member of the President's Cabinet.

Supervision Given & Received: Provide supervision as required to the immediate support staff of the President's Office and carries out duties and responsibilities with a minimum of direction.

Primary Responsibilities: Works closely with the President and refers pertinent matters to him/her. Prepares various reports and documents for the President. Performs research as necessary on issues of importance and sensitivity; produces briefing materials and information. Serves as a voting member of the President's Cabinet. Prepares agendas and keeps minutes of the meetings; provides follow-up to items from these meetings to ensure that decisions are implemented. Develops schedules and priorities and plans the processing of work. Reads and routes correspondence and keeps a log of correspondence for follow-up and future action. Assigns tasks. Answers routine correspondence (i.e., email, written correspondence, or verbal). Gathers information from different sources and prepares quarterly President's reports to the Board of Regents and prepares reports for the Texas Higher Education Board and Legislature as needed. Manages the President's calendar and schedules appointments. Schedules the President's travel arrangements. Helps with statistical information in preparing material for the Legislature. Coordinates legislative relations with Texas State University System (TSUS) governmental relations. Responsible for litigation coordination. Serves as the primary individual responsible for most open records requests. Maintains a library of material for ready reference, especially material relating to the Board of Regents, Coordinating Board, and Legislature and must be able to provide answers to others regarding policy, etc. from these sources. Coordinates all social events hosted by the President. Facilitates communication between the President and other administrators and both internal and external constituencies. Handles all arrangements for Board of Regents meetings held on the SHSU campus. Coordinates projects that have been assigned to the offices of vice presidents. Answers telephone calls and provides accurate information. Handles visitors and addresses issues that come into the Office of the President, including directing faculty, staff, and students to the appropriate administrator or office for resolution. Determines those issues that should reach the President. Performs other duties as delegated by the President or the Texas State University System Board of Regents Office.

Other Specifications: Works closely with vice presidents, deans, Texas State University System Board of Regents Office, presidents' offices of other universities, and other State offices. Works closely with the Mayor of the City of Huntsville on projects involving the City and University.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. The pay grade range is inclusive of social security benefit replacement pay.