Brandeis University seeks to hire a Chief of Staff. This role reports directly to the President of the University. This person will play a critical role in helping the President to achieve maximum impact in his role. This is an excellent opportunity for a highly organized, seasoned professional who is a strategic and action-oriented individual.

Examples of Key Responsibilities:

- Assists the President to prioritize and make the best and most efficient use of time. Assists with fielding incoming requests, issues, and decisions, helping the President to prioritize which responses and actions are needed when and tracking and coordinating the various “balls in the air.” Creates and manages various tracking systems that will enable the President to do his work with economy of effort and time – including maintaining and regularly following up on a master “To Do” action list, among other approaches.

- Supports the President in moving specific streams of work or projects forward. Gathers information, coordinating with different involved parties, developing and monitoring execution plans, and keeping track of responsibilities. As appropriate, helps other members of the Brandeis community to make the best use of the President’s time. Working closely with the President’s EA, proactively helps the President to plan for and monitor his relationship-building and stakeholder engagement.

- Provides strategic and analytical support for the President. Gathers information and completes analysis in order to prepare potential solutions and specific recommendations for the President’s consideration. Information-gathering will include speaking with members of the Brandeis community. Provides an independent perspective; this may include providing observations regarding key dynamics during meetings, challenging the President’s assumptions, or sharing relevant information of which the President may not be aware.

- Builds relationships throughout the University and serves as a key information funnel / filter / facilitator for the President – absorbing new information and prioritizing and synthesizing it for the President. Helps the President to monitor alignment between the University’s mission and strategy and how day-to-day operations actually unfold.

- Provides communication support for the President.

- Plays a critical leadership role in helping to manage and coordinate a high-priority University-wide strategic planning process. This will involve the following, among other responsibilities: identify and surface any issues that need to be addressed, or bottlenecks that need to be addressed by the President in particular, and ensure that they are in fact addressed in a timely manner; work closely with other key members of the Brandeis executive team, including especially the EVP
of Finance & Administration, the EVP for Communications, and the Provost to ensure that the whole senior-most executive team is engaged in the process in the most effective ways possible.

**Qualifications:**

Bachelor’s Degree required, Master’s Degree preferred plus 5-8 years of relevant experience

The Chief of Staff must be a collaborative problem-solver and must know how to work with diverse personalities and interests to efficiently arrive at effective solutions.

Must possess the ability to understand and work to effectuate the broad, strategic goals of Brandeis University. Must have excellent written and verbal communications skills. Must be organized and methodical.

Candidates must have prior experience working at an institution of higher education, ideally an institution with a research profile that enables the candidate to understand and relate to the priorities of the Brandeis faculty.

It is expected that the candidate has particular experience with one or more of the key administrative functions of a university: faculty governance, faculty hiring and development, admissions, marketing, community and government affairs, continuing education and/or advancement and fundraising.

The candidate should have a proven track record of increased responsibilities within an academic setting.

Although no particular academic background is required, an academic Ph.D. or other exposure to academic research is preferred

**How to Apply:**

Submit cover letter and resume as a single document at http://www.brandeis.edu/humanresources/jobs/external.html. Elect option for "New Applicant". Sort the job listing by clicking the Job ID column heading. Locate the desired job listing. Click the job title and then Apply Now.

**Closing Statement:**

Brandeis University is an affirmative action/equal opportunity employer and encourages minorities, women, disabled individuals, and eligible veterans to apply. It is the policy of the University not to discriminate against any applicant or employee on the basis of race, ancestry, color, religion, sex, sexual orientation, age, genetic information, national origin, disability, veteran status, or on the basis of any other legally protected category.