

**Administrative Chief of Staff  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=248537>

Downloaded On: Nov. 13, 2024 5:18am

Posted Nov. 11, 2024, set to expire Nov. 29, 2024

<b>Job Title</b>	Administrative Chief of Staff
<b>Department</b>	Administrative
<b>Institution</b>	Austin Community College Austin, Texas
<b>Date Posted</b>	Nov. 11, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5789982">https://apptrkr.com/5789982</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

### **Job Posting Title:**

Administrative Chief of Staff

### **Job Description Summary:**

The ACC Administrative Chief of Staff leads strategic and tactical initiatives and projects as assigned by the Chancellor to ensure the viable operations of Austin Community College District (ACCD); maintains constant and timely communication with the Chancellor regarding the day-to-day operation of ACCD Chancellor's Office Team; ensures that the Chancellor's directives are implemented and represent ACCD; coordinates with OCRM to plan, develop, and implement strategic Chancellor-specific communication services. As a trusted representative, works with the Chancellor in supporting effective ACCD leadership.

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Responsible for ensuring an atmosphere of excellence and distinction, in support of the College's mission, vision, values, and goals. Ensures the Chancellor has all the data necessary to make informed decisions. Provides excellent judgment, diplomacy, and understanding of college issues to support the Chancellor.

### **Job Description:**

#### **Description of Duties and Tasks**

- Provides leadership and support in the assessment and tracking of progress toward the Chancellor's goals, vision, and policies for the Theory of Change; organizes, coordinates, and directs work on special projects as assigned by the Chancellor to accomplish stated goals.
- Ensures that expectations and deadlines are clearly communicated to administrators and that issues that need the Chancellor's attention are handled efficiently and in a timely manner.
- Assists with the preparation of the Chancellor's evaluation.
- Builds coalitions and works collaboratively with diverse stakeholders at all levels within the ACCD and with students, families, communities, advocacy groups, and partners to effectively represent the Chancellor and ACCD.
- Develops policy documents, communications, and recommendations for the Chancellor, and collaborates with ACCD leadership.
- Sets the strategic direction of the Chancellor's calendar to ensure that it aligns with stated priorities, including vetting and evaluating requests from internal and external constituents.
- Channels incoming correspondence directed to the Chancellor's office to appropriate personnel for action or information; identifies and prioritizes communications needing direct Chancellor response.
- Receives and resolves concerns from staff, administrators, and the public in a timely manner; refers appropriate issues to Human Resources to resolve; provides information on established policies and procedures, and serves as a liaison between the Chancellor's office and members of the community, families, and staff.
- Prepares a wide variety of often complex materials (e.g., crisis plans, executive communications, special projects, public information, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing references, making presentations, and/or providing supporting materials for requested actions.
- Makes decisions and carries out responsibilities on the Chancellor's behalf, often in close coordination with executive staff, ensuring effective execution of Chancellor priorities.
- Manages data and collective impact reports and analysis with the Office of Institutional Research & Analytics.

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- Supervises, trains, coaches, directs, coordinates, and disciplines assigned staff while adhering to organizational human resources policies and procedures and related employment laws. Recommends hiring and terminating personnel actions for positions supervised.
- Gathers, investigates, conducts research, analyzes, and/or studies information affecting College-wide issues. Prepares reports, speeches, and presentations.
- Serves and manages the Chancellor's Cabinet meetings and follows up on topics of discussion.
- Prepares reports and briefings for the Chancellor and prepares for daily meetings as necessary.
- Attends meetings with the Chancellor and ensures follow-up actions and items are completed by appropriate staff and faculty and serves on committees as requested by the Chancellor. Serves as a representative of the Chancellor at meetings or on committees as appropriate.
- Responds to student, staff, and community concerns and inquiries about issues affecting the college, as well as questions about campus events and institutional statements.
- Works with the Chancellor and Business Services on managing the annual budgeting and planning process, the budget reconciliation process, and financial information as needed for institutional and auxiliary accounts, including special project accounts.
- Collaborates with Marketing and Communications to coordinate and produce executive and internal communications, including speeches and other internal and external communications as needed.
- Represents the Office of the Chancellor as needed to the College's General Counsel Office on legal issues, policy and procedure development, and routine legal work.
- Supervises Chancellor's Office Team Members.

### **Knowledge**

- Understanding of the community college philosophy and mission.
- Knowledge of project and event planning/implementation.
- Knowledge of budgeting processes.
- Knowledge of board policies and administrative rules/guidelines.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.
- Presenting information and summary reports internally and to the public.

### **Skills**

- Proven experience building and maintaining strong relationships with internal and external stakeholders and constituents

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- Ability to manage multiple time-sensitive issues and projects and move them to conclusion
- Ability to manage people and projects in a proactive, intuitive, and strategic manner
- Ability to be available at meetings and events that occur on weekends and evenings. Some travel is required. Flexibility in schedule is required.
- Experience investigating and analyzing information and drawing conclusions, gathering data, compiling information, and preparing reports for executives.
- Experience gathering relevant information to make thoughtful, quality administrative/procedural decisions and judgments.
- Demonstrated time and project management skills to perform complex tasks, prioritize multiple projects, and meet deadlines.
- Demonstrated ability to analyze and solve complex interrelated problems.
- Initiative to communicate and coordinate with affected departments and offices.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Strategic planning skills.
- Strong ethical judgment, public relations skills, ability to navigate highly sensitive situations and or crises, interpersonal skills, and the ability to effectively work with a wide range of individuals and constituencies within a community of faculty staff, staff, and students.
- Ability to communicate effectively on behalf of the Chancellor, both orally and in writing, articulating the Chancellor's message clearly to diverse audiences.
- Ability to create, compose, and edit correspondence and other written materials.
- Ability to manage highly sensitive information with care and confidentiality.
- Demonstrates initiative, decision-making, excellent judgment, and ability to work without direct supervision, and to supervise others.
- Directs day-to-day administrative needs with the Chancellor's immediate team.

### **Technology Skills**

- Data and Project Management
- Proficiency with MS Office produces (Word, Excel, PowerPoint, and Google)
- Knowledge of Workday software. General knowledge of databases preferred.
- Collective impact implementation
- Knowledge of Blackbaud is a plus. The ability to generate queries and pull information and produce reports from similar databases preferred.

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### **Required Work Experience**

- Three years of related work experience with effective supervisory experience.
- Completion of the ACC Supervisor Certificate Series program could satisfy the supervisory experience required for this position.

### **Preferred Work Experience**

- At least five years experience directly related to the duties and responsibilities specified, preferably in higher education.

### **Required Education**

- Bachelor's degree required.

### **Preferred Education**

- Master's degree

### **Special Requirements**

- Reliable transportation for local Austin area travel.

### **Physical Requirements**

- Work is normally performed in a typical interior/office work environment with frequent work at a keyboard or sitting in an office.
- Must be able to work in a fast-paced, sometimes stressful environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.
- Must be able to travel.

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### **Safety**

- Supervise the safe operation of the unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.

**Number of Openings:**1

**Job Posting Close Date:**

December 2, 2024

### **Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

### **Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

**To apply, please visit:** [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Administrative-Chief-of-Staff\\_R-6947-1](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Administrative-Chief-of-Staff_R-6947-1)



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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