

The Chief of Staff and Secretary of the Board at Agnes Scott College is responsible for coordinating and advancing the work of the Office of the President and the Board of Trustees. The Chief of Staff and Secretary of the Board supports the President in leading an effective senior administrative team and in realizing the college's mission and strategic vision. The Chief of Staff and Secretary of the Board serves as a trusted aide, thought partner, and advisor to the president; provides operational leadership to the Office of the President; collaborates on all presidential communications; oversees institutional research and effectiveness; and may serve as the college's accreditation liaison.

RESPONSIBILITIES:

- Ensures operational efficiency and effectiveness of the Office of the President, leading a culture of excellence, service, professionalism and continuous improvement
- Supervises personnel in the Office of the President; oversees presidential entertaining; develops and manages office budget; and maintains accurate confidential files and document archives
- Serves as an information conduit to the president; keeps president abreast of issues, news and concerns; ensures the accurate, proper and timely flow of information and that the president has all the information necessary to make informed decisions
- Assists the president with college-wide operational issues, including governance, human resources, and financial issues
- Has delegated signatory responsibility for financial and administrative transactions requiring the president's approval
- Responds to routine inquiries on behalf of the president and ensures all inquiries are addressed properly, efficiently and judiciously, tracking progress until resolved
- Assists in drafting sensitive and/or high-level correspondence
- Works closely with the communications and marketing team on internal and external presidential communications and social media platforms; public remarks, speeches, and presentations; op-eds, web presence, and special projects
- Coordinates agendas for the president's cabinet and tracks progress and follow-up on key cabinet-level initiatives
- Collaborates in policy and strategy development with and advises college vice presidents in a variety of capacities
- Works to advance a wide range of initiatives, programs, projects and events in support of institutional priorities, often in collaboration with vice presidents
- Manages strategic planning processes
- Serves as an elected officer of the Board of Trustees and the corporate secretary
- Coordinates work of the Board of Trustees, including but not limited to, setting agendas and planning meetings of the board, managing board communications, and maintaining board records
- Works closely with the Governance Committee of the board on trustee recruitment, orientation, and development
- Oversees institutional research and effectiveness
- May serve as SACSCOC accreditation liaison with primary responsibility for decennial reaccreditation reviews and fifth-year interim reports
- Collaborates with general counsel to ensure college compliance with all laws and regulatory requirements and on federal and state government relations

QUALIFICATIONS:

- A bachelor's degree or higher
- 10 plus years of professional experience in positions of increasing responsibility

CHARACTERISTICS:

- Alignment with Agnes Scott College's mission, values, and strategic vision
- Ability to think critically and strategically about institution-wide matters
- Excellent judgment, diplomacy, tact, and discretion
- Ability to maintain confidentiality in all interactions
- Extraordinary communication skills (writing, presentation, personal) with a wide range of stakeholders
- Flexibility and ability to navigate a complex, fast-paced environment
- Ability to execute with excellence and work to deadlines, inspiring others to do the same
- Strong organizational, collaborative, and project management skills
- Excellent proofreading skills and attention to detail

Nestled in a corner of Decatur, Georgia, the Agnes Scott College campus is a mix of green space, historic buildings, trees, and walking paths. From the residence halls to the classroom buildings to the dining hall and beyond, you will feel right at home at Agnes Scott College. Decatur is a historic city with a small-town feel located just six miles from downtown Atlanta. With a population of about 25,000, Decatur is known as a community of "homes, schools, and places of worship." The Agnes Scott campus is within easy walking distance to restaurants, shops, music venues, and the MARTA station (Atlanta's public transportation system).

Agnes Scott College is being assisted by **Hyatt – Fennell, Executive Search**. Applications will be reviewed as they are received and should be submitted via email to AgnesScott@hyatt-fennell.com. Applications include a letter of interest, a current résumé/cv, and contact information for five professional references, submitted in separate documents. The position will remain open until filled. All applications and nominations will be considered highly confidential.



For more information:
Cheryl Hyatt or Jake Schrum
724-242-0476
AgnesScott@hyatt-fennell.com
www.HYATT-FENNELL.com

To provide equal employment and advancement opportunities to all individuals, employment decisions at Agnes Scott College are based on merit, qualifications, and abilities. Agnes Scott prohibits unlawful discrimination based on protected categories in its employment practices. This shall include, but not be limited to, employment, promotion, compensation, benefits, training and termination.