



**TOUGALOO COLLEGE**  
**Tougaloo, MS 39174**

## **NOTICE OF JOB OPENING**

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### **CHIEF OF STAFF**

#### **Position Summary:**

The Chief of Staff serves as a senior advisor to the President and reports directly to the President on a wide variety of administrative and executive duties, special projects, and initiatives involving the President's office and its priorities. The Chief of Staff coordinates the execution of College-wide projects undertaken by the President as well as handling questions, concerns, issues and requests on the President's behalf. The Chief of Staff prepares for and follows up on meetings ensuring they have all the information necessary to be productive, engaged, and manages internal and external communications. The position requires some travel.

#### **Responsibilities:**

- Interact with members at all levels of the College community for the purpose of defining, advancing and assessing the work of the Office of the President to ensure its continued effectiveness.
- Monitor and oversee overall campus-wide implementation of Title IX including training, education, communications and administration of complaint procedures for faculty, staff, students and third parties in the areas of Sex Discrimination, Sexual Harassment, Sexual Violence, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking.
- Serve as liaison to the Board of Trustees on key executive matters as delegated by the President.
- Oversee the coordination and execution of reserving or renting of event and meeting spaces at Tougaloo College.
- Help facilitate strategic management processes, provide expertise, and program management for specific strategic initiatives out of the President's office that are critical in meeting the institution's strategic planning goals. Responsible for interacting with colleagues across the college to ensure institutional alignment and synergy with the strategic plan.
- Exercise considerable judgment with the responsibility for analyzing policy issues, identifying College-wide impacts and coordinating responses to the President on strategies and alternatives for dealing with the issues.
- Prepare and/or contribute to the preparation of reports, proposals, briefings, presentations, policy and procedures manuals, staff handbooks, and responses on institutional and strategic issues.
- Coordinate agendas for the President's approval before leadership team and board meetings as well as get ready for those meetings by preparing and sending out materials in advance.

- Assist the President with correspondence dealing with issues and subject matter in ways that sometimes requires considerable sensitivity, discretion, judgment or negotiation.
- Build and nurture relationships to serve as a resource for the President and point of contact as designated for key constituents to resolve complex issues and help move forward strategic priorities.
- Facilitate needs of senior staff to raise critical issues with the President and receive needed responses, guidance and decisions.
- Participate in key meetings with faculty, administrators, and others as needed and delegated.
- Accurately represents the President's position in internal meetings and discussions to help drive understanding and move decision-making forward.
- At the direction of the President, assist in all aspects of College administration.
- Manage other members of the President's Office in support roles.
- Handle and direct special projects as assigned by the President.
- Propose the creation of new systems and processes to streamline operations.
- Manage hiring process for leadership roles reporting to the President in partnership with Human Resources.
- Draft and post job descriptions, outline interview processes and screen candidates.
- Help onboard new board members, monitor term lengths, and support president in researching and recruiting new board members.
- Other duties as assigned by the President.

#### **Required Experience/Knowledge/Skills:**

- Master's degree from a regionally accredited college or university; advanced degree preferred (e.g., MBA, JD, MA/MS or MPA/MPP, Ph.D.).
- 10+ years of experience working in complex organizational environments, preferably higher education.
- Minimum of 5 years of experience influencing and working closely with executive level leaders.
- Proven track record of developing effective partnerships across disparate groups to organize and facilitate decisions and ensure implementation.
- Exceptional written, presentation and verbal communication skills that can be applied across all levels.
- Excellent demonstrated judgment and diplomacy in working with diverse groups to address complex issues.
- Demonstrate unquestioned integrity.

**Date of Position Opening:** June 1, 2025  
**Application Deadline:** Until position filled  
**Salary:** Commensurate with experience  
**Job Listings:** <https://www.tougaloo.edu/about-tougaloo-college/jobs>  
**\*\*Email App/Resume/Cover Letter to:** [\*\*TougalooCareers@tougaloo.edu\*\*](mailto:TougalooCareers@tougaloo.edu)  
**Physical Address:** Tougaloo College  
Attention: Director of Human Resources  
500 West County Line Road  
Tougaloo, MS 39174

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

**TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**