

Ramapo College of New Jersey
Job Description

TITLE: Chief of Staff and Board Liaison

DESCRIPTION POSITION NUMBER: 641114

CLASSIFICATION: Executive Assistant 1 (D32)

UNIT/DIVISION: Office of the President

DATE: May 5, 2015

RAMAPO COLLEGE OF NEW JERSEY:

Mission: Ramapo College of New Jersey is New Jersey's Public Liberal Arts College, dedicated to providing students a strong foundation for a lifetime of achievement. The College is committed to academic excellence through interdisciplinary and experiential learning, and international and intercultural understanding. Ramapo College emphasizes teaching and individual attention to all students. We promote diversity, inclusiveness, sustainability, student engagement, and community involvement.

Established in 1969, Ramapo College offers bachelor's degrees in the arts, business, humanities, social sciences and the sciences, as well as in professional studies, which include business, elementary education, nursing and social work. The College also offers articulated programs, including dental, optometry, chiropractic and health professions, as well as visual arts therapy and law, with colleges and institutions in New Jersey and New York.

Undergraduate students may choose to concentrate their studies in one of five schools with more than 539 course offerings and more than 36 academic programs. Ramapo College boasts an average student/faculty ratio of 18:1 and an average class size of 23; affording students the opportunity to develop close ties to the College's exceptional faculty.

The College offers part-time graduate programs leading to degrees in Accounting, Business Administration, Educational Technology, Educational Leadership, Nursing, Social Work and Special Education.

Position Type/Expected Hours of Work: This is a full-time, managerial position, and days of work and hours are Monday through Friday, 8:30 a.m. to 4:30 pm. Note: This position is in the "NL" category of employment (non-fixed work week) and individuals in this role have no claim or entitlement to time off or cash compensation for hours worked beyond their normal schedule. Occasional evening and weekend work may be required as job duties demand. Compensatory time will not be granted for work done as an extension of the regular work day. It is the policy of

the College to grant hour for hour compensatory time off, with advance approval, only when employees are required to work on a holiday. Time earned must be used within one fiscal year from the time it is earned.

JOB SUMMARY:

Serves as Chief of Staff to the president. Develops and implements college policies and ensures the management and control of college plans, programs and operations. Expedites the work of the College through appropriate channels. Serves as a member of the president's cabinet and assumes responsibility in all aspects of the administrative, instructional and financial operations of the College.

Serves as the official and primary liaison to the Board of Trustees. Responsible for the strategic development of Board materials and for leading and stewarding a robust Board development program.

Routinely takes initiative and exercises considerable judgment, on behalf of the president, on policy, planning, and operational matters.

Supervises the staff and operations of the Office of the President to ensure efficiency and a service-orientation.

EXAMPLES OF WORK:

Develops and recommends goals, programs and policies to the president and participates in their review, interpretation and implementation.

Formulates plans and coordinates the implementation of new or revised college policies.

Establishes and maintains cooperative working relationships with executive and administrative officers of the college, the Faculty and its committees, department chairpersons, faculty members, staff and students, government and private agencies and/or the public to ensure that established goals are met and resolve problems.

Serves on College-wide committees.

Leads, implements and controls general and special projects assigned by the president.

Recommends organizational arrangements, performance criteria and administrative procedures to help achieve strategic goals.

Performs special studies or investigations, which require the analysis of requests and facts of a sensitive nature; makes recommendations regarding appropriate action.

Conducts research; evaluates data and prepares reports containing findings and recommendations for the review, information and assistance of the president.

Participates in conferences, seminars or meetings representing the president as required.

Hears appeals concerning decisions rendered at a prior step at the direction of the supervisor.

Prepares policy and position papers for the president.

Supervises the operation and staff of the president's office.

Develops and implements measures to insure that the directives of the president are properly carried out.

Advises the president concerning matters requiring his/her personal attention.

Develops the budgets for the office of the president.

Prepares detailed correspondence in the course of official duties.

Maintains essential records and files.

REQUIREMENTS:

Education

Graduation from an accredited college with a Master's degree in a field related to the position to be filled or equivalency as determined by the appointing authority.

Experience

Five years professional experience as a member in an institution of higher education or administrator in education, or a related field and/or professional experience in program management with responsibility for planning, organizing, coordination, staffing, reporting and budgeting or in assisting an executive with program development and implementation or equivalency as determined by the appointing authority.

Applicants who do not possess the required education may substitute indicated experience of a year for year basis. (30 credit hours are considered one year of college.)

A Ph.D. or an Ed.D. degree may be substituted for two years of the indicated experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to acquire knowledge of all aspects of the college organization and operations.

Thorough knowledge of modern management principles and techniques and their application.

Ability to acquire considerable knowledge of philosophy, goals and organization in higher education.

Wide knowledge of the principles of budget planning, organization and personnel management.

Ability to acquire wide knowledge of agencies of state and local government and private organizations that impact on the college and its program.

Ability to assist in the development of college and divisional policies.

Ability to expedite the work of the college through appropriate channels.

Ability to establish cooperative working relationships and coordinate college programs with other organizations that impact on or relate to college operations.

Ability to work cooperatively with college executives and administrative officers, faculty, staff, students and the public.

Ability to hear student appeals.

Ability to conduct studies, investigations and research, evaluate data and develop conclusions and recommendations.

Ability to prepare policy and position papers.

Ability to effectively supervise subordinate staff including developing performance standards, making performance evaluations and approving personnel actions.

Ability to develop, administer and monitor a budget.

Ability to prepare clear, sound, accurate and informative reports that include findings and recommendations.

Ability to speak in public.

Ability to represent the president at meetings, conferences and seminars.

Ability to supervise and/or maintain essential records and files.

EEO STATEMENT:

Ramapo College is an Affirmative Action/Equal Employment Opportunity Employer. Ramapo has a long history of advocating, advising, and supporting diversity, equity, and inclusiveness. Examples can be found in its mission statement, strategic plans, degree and course offerings,

community outreach programs, the Diversity Action Committee offerings, and the other numerous diversity conferences and programs. Ramapo's commitment to diversity and inclusion is infused across all facets of the College; where the environment is welcoming, dedicated to social justice, respectful of freedom of expression, focused on educating and having an ongoing conversation regarding cultural competence and the benefits and importance of diversity.