



**Position Title:** Chief Administrative Officer/Board Liaison  
**Reports To:** President  
**Department:** President's Office  
**Classification:** Full-time, Salary Exempt, 12-months, Benefits Eligible

## **POSITION OVERVIEW**

The Chief Administrative Officer (CAO) is a Cabinet level strategic leadership role working under the direction of the President. The CAO is a part of the College's executive leadership team. The CAO is responsible for working across all units within the College to ensure effective communication, alignment of priorities, and the successful achievement of stated College goals and priorities. The CAO will lead the President's special projects and is responsible for ensuring the strategic plan is implemented across the campus and is a reflection of the institution's stated vision. Responsibilities also include serving as the campus SACS and QEP lead. The CAO will also be responsible for establishing and providing oversight for international studies initiatives. He or she will also be responsible for the oversight of the Center for African and African American Studies.

The CAO serves as the President's primary strategic and trustworthy liaison with College and community constituencies. The CAO sets the tone for communications emanating from the President's Office. As a direct report to the President, this position handles a wide range of matters of institutional importance and oversees all operations of the Office of the President.

## **DUTIES AND RESPONSIBILITIES**

- Responsible for assessing all progress towards goals and taking action to influence outcomes and monitoring the progress of all programs and organizational activities in strict alignment with organizational goals and priorities keeping the President apprised of all issues and concerns
- Provides overall leadership and guidance for the portfolio and strategic projects, programs and initiatives outlined by the President
- Work closely with the President to execute critical business transactions and projects
- Serves as conduit for communicating the vision and implementation of the President's mission as defined by the Board of Trustees
- Works with the President and executive leadership team to appropriately position the institution with civic and business leadership, alumni, and regional elected representatives on issues that have a direct, strategic impact on the College's core initiatives
- Maintains an operational structure and staffing in the Office of the President to effectively accomplish the College's goals and objectives; oversees recruitment, training, supervision, and evaluation of staff; inclusive of functional units that report to the Office of the President
- Provides supervision, training, instruction; coordinates and prioritizes workload and manages conflict
- Facilitates the process of regularly reviewing, identifying, and prioritizing strategic initiatives campus wide
- Analyzes internal data and research to summarize information for speeches, presentations, and talking points for the President

- Manages and anticipates the needs of the President; manages internal and external communications for the Office of the President; review correspondence and draft responses for the President as appropriate, or forwards to the appropriate person for response and/or reply. Ensures information flow to and from the President's Office, via all types of venues (forums, correspondence, speeches, conferences, retreats, etc.)
- Acts as the President's representative and ambassador to internal and external constituents as directed by the President. Represents the President and the Office of the President as appropriate on certain College committees
- Conducts research and prepares analytical reports or assists the President in developing reports, presentations, speeches, publications, and educational materials. Performs ad-hoc analysis and decision support for the President
- Participates in major College policy and administrative decisions through Administrative Council, weekly meetings, and special sessions. Builds and coordinates with the President the contents of agendas for each meeting
- Maintains minutes for Executive Committee meetings (VPs)
- Campus lead for international studies initiatives
- Oversight of the Center for African and African American Studies
- Teach one course per semester as needed
- Key liaison for the Board of Trustees with an essential relationship with the Chair of the Board, Board Officers, and Board Members. Serve in an advisory capacity for the Board and the President, as needed
- Support the Board of Trustees in organizing the annual calendar of events to include, but not limited to, Board Meetings, Executive Board Meetings, Retreats, Committee meetings
- Serve as a conduit for the general campus, faculty, and alumni to communicate with the Board of Trustees as a body and as individual members
- Proactively keep the Board aware of campus matters and events where there are opportunities for board members to engage effectively
- Other duties as assigned or directed

## **MINIMUM QUALIFICATIONS**

- Terminal Degree in business, higher education, or a related field from an accredited College or University
- At least 4 years of experience in a management position within higher education working at a senior level making independent judgments reporting to a high producer in a fast-paced environment
- Demonstrated ability to effectively coordinate activities within an executive office
- Increasing responsibility working with higher education executives at an academic institution
- Proven experience handling highly confidential and sensitive materials and situations
- Experience coordinating international studies and exchange programming

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Exceptional people skills and high level of proficiency in written and oral communication skills producing high quality products under tight deadlines
- Experience building and managing budgets and business models
- Experience developing visual depictions of data trends and data analysis
- Strong organizational skills and sound judgment toward successful management of multiple priorities and deadlines
- Flexibility and the ability to work evenings and weekends as needed
- Ability to master a wide range of relationships, tasks, and perspective
- Demonstrate strong problem-solving skills and proficient technical skills
- Ability to work independently, prioritize work, and manage multiple and competing priorities while meeting deadlines

- Possess a strategic mindset with the ability to see ahead to future possibilities and translating them into breakthrough strategies
- Ability to stretch from a leadership standpoint
- Must be able to competently operate and interact with a culturally and ethnically diverse population of students, faculty, staff, and constituencies
- Commitment to the Mission and Vision of LeMoyne-Owen College

#### **WORKING CONDITIONS/PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: [jobs@loc.edu](mailto:jobs@loc.edu). Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

**Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.**

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

**No Solicitations or Phone Calls Please**