



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Senior Advisor to the President and Chief of Staff
POSITION NO.	501830
LOCATION	Warwick
REPORTS TO	President
GRADE	BOE 18
WORK SCHEDULE	Non-Standard: 35 hours per week, working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
SUPERVISES:	Professional and clerical staff and student employees
REVISION DATE	October 2023

JOB SUMMARY:

Responsible for the provision of high-level advice and comprehensive research to inform strategic decision-making by the President and Senior Leadership Team; play lead role in researching and benchmarking to inform key strategic initiatives and projects, including developing and managing programs, preparing proposals and presentations, as well as influencing and negotiating on internal priorities and agendas; lead, manage and coordinate key projects with College-wide impact to support the goals and objectives of the College; oversee high-profile College-wide events, as assigned by the President .

DUTIES AND RESPONSIBILITIES:

Strategic Planning Analysis:

- Create and implement complex strategic plans, processes, and tools for cross-functional enterprise-wide collaboration to support the President's goals and objectives
- Perform complex research, benchmarking and strategic and data analysis; drive continuous plan improvements.
- Engage both internal and external stakeholders in all phases of the process; prepare presentations and proposals for the President's consideration.

Project Management:

- Lead special projects on behalf of the President, ensuring projects are scoped, options are comprehensively evaluated, targeted timelines are met, and outcomes are delivered.
- Lead successful implementation of large projects, including collaboration with the College community for funding opportunities.

Communications:

- Build and sustain external and internal networks and relationships to ensure successful execution of strategic plans and projects led on behalf of the President.
- Prepare presentations, briefings, papers, policy documents and speeches on a diverse range of issues for the President.
- Manage the President's Office budget and approve all expenditures from the President's Office accounts.
- Conduct regular meetings with the President's Office staff for purposes of facilitating coordination and communication.

- Represent the President in meetings as delegated
- Perform other duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Required: Master's degree, or other advanced degree, from an accredited institution; minimum of seven years of prior experience.
- Demonstrated significant experience at senior management level in an education or non-for-profit organization.
- Demonstrated commitment to equity and anti-racism
- Demonstrated strong interpersonal and verbal communication skills
- Demonstrated proficiency in written communication skills
- Demonstrated strong problem-solving skills
- Demonstrated strong research and analytical skills
- Demonstrated experience in the development and management of strategic plans
- Demonstrated ability to work with diverse groups/populations

PREFERRED QUALIFICATIONS:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.