

Job Description
Deputy Chief of Staff and Senior Manager, Global Engagement

Reporting to the Chief of Staff and Senior Director Global Engagement, the candidate will coordinate and advance the work of executive University leaders and support in managing and advancing institutional academic partnerships and academic relationships. As the Deputy Chief of Staff, the individual will ensure operational efficiency and effectiveness within the Office of the President represents Chief of Staff and executive leadership in delegated projects and initiatives designed to achieve the University's priorities and objectives. As part of the office of global engagement the individual will assist in managing all partnerships, develop and execute implementation plans to advance and develop each relationship.

Supervisory Accountability:

May supervise professional and clerical personnel of the Chief of Staff

Principal Accountabilities:

- **Chief of Staff Office:**
 - Conceives, organizes, initiates and implements new initiatives as it supports the directives of the Chief of Staff
 - Manages special projects and provides ongoing analysis and insights
 - Reviews and analyzes issues, operations, and processes, and develops recommendations for changes in policies, procedures and configurations of resources in connection with assigned programs and projects
 - Acts as liaison between the Chief of Staff and faculty, staff, and other University stakeholders
 - Reviews and analyzes proposals, inquiries, memoranda and other communications forwarded to the Chief of Staff for review, comments and action
 - Performs analysis on policy related issues and drafts briefing and decision memos on policies, issues, and operational matters under consideration or review by the President.
 - Manages the approval of events including speaking engagements and meetings with internal and external stakeholders. Researches opportunity and provides vetting for appearances requested of the President.
 - Understands scheduling and organizational flow in order to report to the Chief of Staff on multiple priorities in the Office of the President and the University. Insight will be used to flag any issues of vulnerability, concern, or attention needed.
 - Oversees budget and procurement issues for the Office of the President and provides regular updates on issues arising in this area.
 - Assist in preparing an agenda for each Cabinet meeting, and helps to provide a summary of discussions and action items resulting from each meeting to attendees with appropriate follow-up
 - Performs other job related duties as assigned

- **Global Engagement Office:**
 - Supports the Chief of Staff and Senior Director Global Engagement in working collaboratively with academic and administrative units at the University and international counterparts, to advance the University's global vision through the cultivation, enhancement, and maintenance of global partnerships.
 - The priority area of work is building partnerships focused on faculty development, academic review, intellectual platforms that represent the

partnership in Pakistan and globally, and create opportunities for student study abroad.

- Assist the Senior Director in establishing and maintaining Global Engagement office as a clearing hub for all academic partnerships and relationships, working collaboratively with university leadership, faculty champions, and other university staff, including working with Graduate School Curation Program (GSCP) and Office of Undergraduate Education.
- Creates and disseminates periodic reports highlighting the impact of these relationships and their value add to faculty and the university more broadly.
- Leads and coordinates events and programs of international collaboration and help raise the University's global profile and visibility. This will include supporting organization of Postcolonial higher education conference, Reshaping Philanthropy, and Yohsin lecture.
- Supports the implementation and execution of Student Study Abroad Program, maintaining communication with international host institution, supporting with visa paperwork, and ensuring financial processing.

Core Competencies:

- Knowledge of the higher education industry's common practices, policies, and procedures
- Ability to work with research teams across departments to assess various program and management options and related strategies.
- Computer and Internet research skills (including Microsoft Office Suite; spreadsheet, and presentation)
- Ability to plan, coordinate and monitor a wide variety of projects relating to the programs and management of the Office of the President
- Keen organizational and analytical skill and ability to formulate recommendations
- Excellent oral and written communication skills including correspondence writing, professional presentation development
- Experience working in a fast-paced environment; and commitment to completing tasks on short timelines
- Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and wider stakeholders
- Highest level of integrity and management of confidential information.

Minimum Requirements:

- Bachelor's degree in business or related area and or any equivalent combination of 5+ years of education sector
- Master's degree in administration, business or related area preferred.