

## Texas A&M System-Wide Classification Description

### Classification Title Code/Title: 8013/ Chief of Staff II

**Exempt Status: Exempt** \*Exemption may be subject to applicable salary requirements from the Department of Labor

### Pay Grade: 21

#### Job Summary:

Provides advanced direct administrative support to leadership to include providing advice and information, acting as senior administrator for the unit, leading a management team, acting as liaison to leadership, and overseeing event coordination.

#### Essential Duties and Responsibilities

- Acts as senior administrator for the unit. Establishes priorities, identifies important issues, and develops policy recommendations and actions.
- Supervises assigned staff.
- Provides direct administrative support to leadership. Addresses complex and sensitive problems and matters.
- Researches and provides substantive and analytic information. Advises on decision making.
- Implements strategic goals, prioritizes work, and monitors initiatives. Identifies and provides analysis and develops solutions to problems.
- Represents leadership in meetings and on committees. Facilitates meetings, prepares agendas, and provides follow-up items to ensure decisions are implemented.
- Filters correspondence and composes responses on behalf of leadership.
- Oversees event coordination for unit.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

#### Additional Responsibilities

#### Minimum Requirements

*Education* – Bachelor's degree or any equivalent combination of education and experience.

*Experience* – Nine years of experience in office administration or management.

#### Knowledge, Skills, Abilities

Knowledge of database, spreadsheet, presentation and word processing software. Oral and written communication skills. Ability to plan and organize effectively. Ability to multitask and work cooperatively with others.

#### Registration, Certification, or Licensure

None.

#### Supervision Received/Given

This position generally supervises employees.

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### Other Requirements

Requires some work on weekends and evenings.