



**STATE OF CONNECTICUT  
BOARD OF REGENTS FOR HIGHER EDUCATION  
JOB ANNOUNCEMENT  
July 3, 2013**

**CHIEF OF STAFF**

Open to: The Public  
Location: Hartford, CT  
Shift/Hours: 1<sup>st</sup> shift/40 hours per week  
Salary: Commensurate with experience  
Closing Date: July 31, 2013

**General Definition:**

The Chief of Staff (COS) provides both operational and programmatic support to the Board of Regents for Higher Education. As a key member of the Executive Management team, the COS will report to the President and assume a strategic role in the overall management of the Board of Regents. The COS will have primary day-to-day responsibility for planning, implementing, and managing, all operational and programmatic activities of the Board.

**Essential Duties:**

- Administer BOR staff and operations;
- Develop, implement, and evaluate policies, goals and objectives;
- Design and develop programs and activities;
- Implement new procedures and procedural revisions;
- Determine appropriate staffing levels, and direct management and coordination of staff;
- Design and implement performance review standards for staff;
- Review financial management procedures and recommend policies;
- Prepare summaries, recommendations, and progress reports on BOR programs;
- Assist in reviewing administrative operations for conformance to both statutory requirements and BOR rules and regulations;
- Provide fiscal, administrative, and operational advice to the President;
- Review legislative matters relating to BOR operations;
- May represent the BOR in contacts with other public and private agencies, boards and commissions;
- Perform related duties as required.

**Qualifications and Requirements:**

Demonstrated ability to: (a) manage the operations and programs of a major, complex organization; (b) direct the work of professional and administrative staff; (c) develop and implement short and long-term strategic plans for complex organizations; (d) provide effective guidance to policy-making boards of directors or trustees. These skills and abilities are acquired through a combination of experience and training, which includes a degree (advanced degree preferred) in public administration, business management, or a similar field with extensive experience directing the programs and operations of a large, complex organization.

**Personal Attributes:**

Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations essential. Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses. High level of integrity and dependability with a strong sense of urgency and results-orientation.

**Other Skills & Abilities:**

PC proficiency is essential (Windows environment) and knowledge of Core-CT (Oracle) and Banner would be helpful.

**Application Instructions:** Please submit a cover letter, resume, and contact information for three professional references to:

Steven Weinberger, Vice President for Human Resources  
Board of Regents for Higher Education  
39 Woodland Street  
Hartford, CT 06105-2337

Email: [weinbergers@ct.edu](mailto:weinbergers@ct.edu)  
Website: [www.ct.edu](http://www.ct.edu)

**Review of applications will begin immediately and continue until the position is filled.**

*The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.*