

Chief of Staff & Executive Director of Strategic & Financial  
Operations  
Old Dominion University

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Downloaded On: May. 8, 2024 10:23am

Posted Mar. 20, 2024, set to expire Oct. 31, 2024

<b>Job Title</b>	Chief of Staff & Executive Director of Strategic & Financial Operations
<b>Department</b>	V.P. FOR RESEARCH
<b>Institution</b>	Old Dominion University Norfolk, Virginia
<b>Date Posted</b>	Mar. 20, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Senior Executive Officer
<b>Academic Field(s)</b>	Financial Planning/Budget Management
<b>Job Website</b>	<a href="https://jobs.odu.edu/postings/20564">https://jobs.odu.edu/postings/20564</a>

**Apply By Email**

**Job Description**

### Job Summary

Reporting to the Vice President for Research (VPR), the Chief of Staff will work alongside university leadership in a hands-on, executive-level role that includes serving as a representative for the VPR, advancing the division's vision, managing priorities and new initiatives in order to achieve the outcomes necessary to support the division's strategic objectives. The Chief of Staff will possess high-level management skills along with top-level strategic insight and the proven ability to lead the implementation and prioritization of organizational initiatives. The Chief of Staff will have demonstrated success with defining/leading projects of varying scope and size, in large and complex organizations. The Chief of Staff will lead critical projects across the administrative enterprise and is accountable for ensuring successful execution. The Chief of Staff will serve on committees and coordinate key matters that require the attention of the VPR. The Chief of Staff will provide oversight of programs and events

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planned by the Office of the VPR and is responsible for assisting in the management of the VPR Office.

### Minimum Qualifications

- ***Master's degree in higher education, business, social science or related field.***
- Comprehensive experience working in a higher education setting required.
- Considerable experience analyzing and interpreting data and trends to inform business practices and processes required.
- Considerable experience working on cross-functional teams leading to demonstrated progress toward organizational goals.
- Considerable experience solving complex problems. Considerable experience in establishing financial accountability processes, internal controls and developing short term and long-term business plans.

### Preferred Qualifications

- Excellent writing, computer and interpersonal skills.
- Ability to analyze and interpret data to communicate trends and patterns.
- Ability to synthesize, clarify, and succinctly summarize complex and voluminous materials. Excellent problem-solving abilities.
- Ability to oversee projects and support progress toward milestones.
- Ability to work independently on multi-stage or other complicated projects.
- Ability to work with and coordinate the efforts of diverse groups of individuals and organizations within the University as well as outside.
- Excellent attention to detail.
- Ability to manage the work of others

### Conditions of Employment

Completion of Statement of Personal Economic Interests is required upon hire.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

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