

OFFICE OF THE PRESIDENT

CHIEF OF STAFF FULL-TIME PERMANENT COMPETITION #200E24

The Office of the President is committed to fostering a culture of excellence, collaboration, and innovation. We prioritize the well-being and engagement of our faculty, staff and students to create a supportive and inclusive environment for learning and growth.

What we offer:

- Flexible work arrangements
- Comprehensive Health and Dental
- Post Retirement Benefits
- Tuition Waivers
- Health and Wellness on Campus available to staff
- Professional Development Opportunities

RESPONSIBILITIES:

Reporting directly to the President, the Chief of Staff manages information, emerging issues and projects for the portfolio, in addition to overseeing the portfolio's administrative operations including formal connection to leaders of other units across the university. As a member of the President's leadership team and leadership committees, the position provides expert advice and counsel to key portfolio decision makers, influencing and impacting the strategic work of the portfolio.

By supporting the leadership team and broader university executive, the Chief of Staff helps to develop the portfolio and connect it to the larger picture. This position is pivotal in maintaining close connection with peers in other portfolios to address issues and provide well-formed guidance to the President's Senior Executive Team and other committees, and the university's governance bodies.

This position exercises portfolio-wide oversight and understands, fulfills, and promotes the health, safety, and environment responsibilities identified in university policy. Finally, this position provides the President with confidence the portfolio is contributing to a positive institutional reputation.

In all facets of this role, the Chief of Staff endeavors to integrate and advance the university's commitments to equity, diversity, inclusivity, and Indigenous initiatives.

QUALIFICATIONS:

- A university degree in business administration or related area; a graduate degree is considered an asset
- Understanding of core principles related to Indigenous initiatives and equity, diversity, and inclusivity, and demonstrated experience applying principles in a work setting.
- Extensive knowledge of the University of Prince Edward Island's policies procedures and operating requirements, and the academic culture on campus
- Familiarity with University governance systems and the University Act
- Greater than 10 years of related experience in the field, ideally in a university setting
- Proven ability to work within a team as a contributing member. Excellent oral and written communication skills
- Ability to provide unobtrusive support to the President and President's team by earning the trust and confidence of the President and the President's team
- Excellent analytical and organizational skills
- Experience working independently within a large institutional environment with a variety of staffing groups
- Proven ability to work collaboratively with other team members from other areas of expertise, and with the most senior administrators in an organization
- Exceptional judgment and strong political savvy
- Additional training/ experience in project management and change management would be an asset

HOURS: 37.5 hours per week

SALARY: \$159,789 - \$177,163 per annum

CLOSING DATE: October 18, 2024

For more detailed information, please see the link to the [Job Description](#).

Please submit electronically a cover letter, quoting the competition number, a resume and reference list to be received no later than the closing date via the [link](#) posted on the UPEI Human Resources website (<http://www.upei.ca/hr/>). Applications will not be accepted via email.

If you are unable to apply online, you can drop off your resume to the Human Resources Department, Kelley Building, University of Prince Edward Island, 550 University Avenue,

Charlottetown, PEI C1A 4P3, Fax Number (902) 894-2895. UPEI is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive learning and working environment where every person feels empowered to contribute.

UPEI is committed to the principle of equity in employment and encourages applications from underrepresented groups including women, Indigenous peoples, visible minorities, persons with disabilities, persons of any sexual orientation or gender identity, and others with the skills and knowledge to productively engage with diverse communities. If you require accommodation in any part of the process, please direct your inquiries, in confidence, to our HR Officer, hrofficer@upei.ca. Only those applicants who are invited to an interview will be acknowledged.