

JOB DESCRIPTION AND RESPONSIBILITIES

Chief Operating Officer (COO)

The Chief Operating Officer (COO) acts as the principal aide to the President, handling a wide range of matters of institutional importance assigned by the President and serves as the President's primary strategic liaison with University and community constituencies. This position reports solely to the President.

The following list of duties are primary, but not comprehensive. Other duties may be assigned by the President.

Essential Duties and Responsibilities:

- Serves as principal aide to the President, supports the President in dealing with a range of faculty, staff, student, and public affairs issues, and directly handles matters of institutional importance upon the request of the President.
- Plans, directs, or coordinates operational activities with the help of vice presidents, other executive staff and department managers.
- Determines and formulates policies for the requested assignments within guidelines set up by the President.
- Serves as the President's primary liaison with university, government, and/or community leadership on operational matters pertaining to the specific area of institutional interest defined by the President.
- Provides policy analysis and strategic consultation to the President and senior administration on major issues affecting the university.
- Interacts with government, community officials and stakeholders in the development of strategic program initiatives, upon the request of the President.
- Prepares and/or contributes to the preparation of reports, briefings, presentations, and responses on institutional and strategic issues, as appropriate and requested by the President.
- Participates with the President and other senior officers in institutional planning, policy development, and problem resolution.
- Identifies places to cut costs and to improve performance, policies, and programs.
- Directs the organization's guidelines on a day-to-day basis.
- Directs human resources activities and helps establishing the system and the structure for human resource plans after the approval of the President.
- Tracks happenings within the government that could affect the university.
- Performs miscellaneous job-related duties as assigned by the President.



Essential Qualities for this Position:

- Should be able to develop exceptional interpersonal skills and the ability to interact effectively with academic leadership, faculty, community leadership, bearing in mind that any conflict or misconduct can jeopardize the image of the President as well as the reputation of the university.
- Should have advanced verbal and written communication skills and a problem solving ability with utmost control of attitude and social interaction, avoiding any inappropriate verbal or behavioral misconduct that may jeopardize his position at the university.
- Should have the ability to supervise and train employees, to foster a cooperative work environment and to perform complex tasks and to prioritize multiple projects

All the above described duties and assignments will always be decided upon, assessed, modified, and evaluated by the President of the university.