UNIVERSITY OF CALIFORNIA, OFFICE OF THE PRESIDENT
Deputy to the Chief of Staff
$97,400 Min to $136,400 Mid (Minimum of Range to Midpoint of Range)
Job Number: 20100141
Close Date: 6/9/10

Job Summary:
The Office of the President is the system-wide headquarters of the University of California, managing its fiscal and business operations and supporting the academic and research missions across its campuses, National Laboratories and medical centers.

Reporting to the Chief of Staff of the President's Executive Office (PEO), the incumbent is responsible for providing leadership and managerial support to the PEO and to facilitate coordination, communication and collaboration among the departments reporting to the President. The incumbent is responsible for working under the guidance of the Chief of Staff on the day-to-day operational functions of the Executive Office and provides direct support to the President. This position acts as a channel of communication to receive and direct issues and provide assistance and direction as necessary.

The incumbent acts on behalf of the Chief of Staff upon request or in his/her absence; and consults in decisions related to services provided by the President's Office, departmental budget allocation, staffing and individual personnel matters, department and unit level organizational changes, and the initiation of new collaborations or process-improvement projects within the Office of the President, campuses and system-wide. Incumbent works closely with other direct reports of the Chief of Staff and the President.

Job Requirements:
Bachelor's degree or equivalent combination of education and experience. Five or more years of demonstrated expertise at a management level preferably in higher education or other public entity. Strong leadership, management and communication skills, and experience that demonstrates the ability to plan, organize, lead, supervise, set goals and measurements, and develop operating procedures and processes. Ability to work with multiple levels of employees and management. Work experience that demonstrates the ability to generate new ideas and solutions, find alternative solutions to issues or limitations, anticipate future needs and take action, deal promptly and effectively with difficult problems and issues, meet critical deadlines, and master new situations or information quickly and easily.

Demonstrated ability to identify key issues critical to the success of a desired product/outcome; the ability to quickly research and integrate essential information, use that information to define and test options and alternatives; and develop recommendations and justification for the most productive course of action. This requires insightful and creative skill in reasoning and logic, and in quantitative analysis.
Project management and organizational skills which demonstrate the ability to set clear goals and objectives, develop quantifiable measurements as well as motivate and manage others as well as quickly and efficiently prioritize own workload to meet strict deadlines in an environment of multiple projects and changing priorities. Demonstrated interpersonal skills and initiative to establish and maintain effective working relationships. Excellent verbal and written communication skills, including demonstrated ability to articulate ideas and issues clearly, concisely, and persuasively, using proper grammar, vocabulary, and punctuation.

For a complete job description or to apply for this position, please visit: jobs.ucop.edu/applicants/Central?quickFind= 53579
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