



Chief of Staff and Assistant to the President, Governmental Relations

About Monroe Community College:

Monroe Community College is a unit of the State University of New York (SUNY) and is one of only nineteen community colleges across North America selected for board membership in the League for Innovation in the Community College. Founded in 1961, MCC prides itself on providing an affordable, quality education for more than 10,000 students in the Rochester area. MCC is a large institution offering over 100 programs across two main campuses, two specialized centers, and various community sites.

MCC embraces equity, inclusion and diversity, offering activities and programs to enhance the personal and professional development of faculty, staff, and students. The College welcomes candidates who are committed to MCC's mission of access and academic excellence and a desire to work in and add to a diverse and dynamic work environment.

Job Description:

Function of Position:

The Chief of Staff and Assistant to the President, Governmental Relations serves as a senior advisor to the President on significant and sensitive issues and is a member of the President's Cabinet. This position is responsible for working strategically and collaborating cross-functionally to provide project leadership to and on behalf of the President.

The Chief of Staff and Assistant to the President, Governmental Relations reviews and analyzes internal and external communications and responses of the President's Office; gathers information relative to such matters, identifies issues and concerns impacting the College; and assists with the preparation and/or review of oral or written presentations or briefings, speeches, testimony, or interview responses for the President, in coordination with other members of Cabinet and departments, including Community Relations as appropriate.

This position plans and executes a comprehensive and timely governmental relation plan that advances MCC's mission and strategic goals with local, regional, state, and federal elected and appointed officials and stakeholders, informed by the College's core values: integrity, excellence, empowerment, inclusiveness, collaboration, and stewardship.

Through the lens of student success, the Chief of Staff and Assistant to the President, Governmental Relations serves as an enthusiastic and informed ambassador for initiatives central to the College's commitment to excellence, innovation, and efficiency in serving a diverse student body supported by diverse faculty and staff.

Examples of Duties & Responsibilities:

Primary Functions - Chief of Staff:

- Oversees and manages priority initiatives and special projects of the College and of the Office of the President. Tracks, coordinates, and manages President's initiatives and projects in collaboration with other individuals and departments.
- Serves in an advisory capacity to peers on the President's Cabinet and supports the President in delivering actionable results from Cabinet Meetings as well as other meetings.
- Serves as a liaison between the Office of the President and MCC staff and faculty, senior administrators, student body, community groups, the State University of New York (SUNY) system administration, New York State, other agencies, and groups as directed by the President. Supports the President's work with SUNY and other governing boards and acts as an administrative liaison to governance committees as directed.
- Represents the College before public agencies, commissions, and ceremonial events as directed by the President.
- Guides the work of the President's executive assistant, and coordinates with Community Relations and others to schedule the President for community engagements and/or development opportunities with high-level leaders within and across sectors, such as education, business, industry, government, health and human services.
- Prepares and/or coordinates the work of the President's executive assistant, Community Relations, and others to prepare presentations, speeches, and other pertinent materials for the President.
- Makes recommendations to the President on the budget for the Office of the President and manages the Office of the President budget once adopted.
- Maintains confidentiality in all correspondence addressed to the President or emanating from the Office of the President.
- Performs other related duties as directed by the President.

Primary Functions - Assistant to the President for Governmental Relations:

- Works with the College President to develop the College's strategies in the areas of policy and initiatives with local, state and federal representatives through careful planning and execution of a comprehensive and timely governmental relations plan with measurable deliverables aligned to advance MCC Strategic Plan priorities.
- Coordinates governmental relations strategies with relevant stakeholders inside and outside the College including MCC Board of Trustees, MCC Foundation Board members, state and national associations, student organizations, labor unions, and government relations staff from other agencies and industries.
- Creates, sustains, and enhances MCC relationships with government officials and agencies. Arranges meetings with government officials and agencies.
- Supports the College's annual budget advocacy cycle at the local and state levels.
- Monitors legislation and policy activities, updates and proactively advises the President and staff about relevant policy proposals and actions, analyzing possible impacts on MCC.
- Develops timely materials and responses in support of the College's government relations agenda, such as social media communications, talking points, legislative summaries, factsheets, testimony, reports, and letters, in coordination with other members of Cabinet and departments.
- Develops and oversees the President's strategic governmental relations communication through consultation with Community Relations.
- Performs other related duties as directed by the President.

Secondary Functions - Chief of Staff

- Directs the day to day work of office staff in the Office of the President.
- Assists President with staff hiring, scheduling, supervision, evaluation, as directed by the President.

MCC Expectations:

- Adheres to the College Code of Conduct.
- Contributes to, supports, and maintains an equitable, inclusive, and collaborative College environment.
- Maintains technological competencies utilized by the College.
- Commits to the philosophy of a comprehensive community college.
- Commits to professional growth. which includes seeking ongoing training in diversity, equity and inclusion to better serve students.

Requirements:

Required Qualifications:

- Master's degree in communications, public relations, business administration, public administration, higher education, or in a related field from a regionally accredited higher education institution and a minimum of five (5) years of significant experience in higher education is required, preferably with a community college; **or** bachelor's degree in communications, public relations, business administration, higher education, or in a related field from a regionally accredited higher education institution and a minimum of ten (10) years of similar experience in progressively more senior level administrative roles with responsibilities for supporting a President or Chief Executive Officer [i.e., in a corporate or institutional setting] will also be considered.
- Excellent oral and written communication skills.
- Proven ability to build and maintain relationships with diverse individuals and groups and engage with internal and external stakeholders.
- Experience working with federal, state, and county governmental agencies.
- Superior problem-solving, organizational, and interpersonal skills, with a keen attention to detail.
- Evidence of successful ability to manage multiple projects and deadlines in a self-directed manner.
- Documented ability to integrate data into decision making to promote effective practice and policy that impacts stakeholders.

Preferred Qualifications:

- Doctoral degree from a regionally accredited higher education institution.
- Experience of work in a multi-campus, comprehensive community college.
- Bilingual and able to read, write, and speak Spanish or other languages proficiently