



Vacancy Announcement

Position Title: Chief of Staff
Division: Office of the President
Reports To: University President
Salary / Benefits: Commensurate with position and experience
Closing Date: July 12, 2026
How to Apply: Email Cover Letter, CV, Credentials, 3 References to: hr@mu.edu.lr

Position Summary:

The Chief of Staff reports directly to the University President, and serves as Liaison to the Board of Trustees. The incumbent shall have excellent verbal and written communication skills, with the ability to convene and conduct senior level meetings, and manage people horizontally and vertically. The successful candidate will be creative and innovative, work independently and in groups; make substantive decisions on behalf of the president; and have the ability to represent the university president at events and meetings.

Office of the President

- Facilitates the efficient operation of the Office of the President, and coordinates the President's calendar, schedule, and convene meetings, among other engagements
- Promotes a positive image of the University, greets and receives the President's guests, responds to inquiries, and provides authoritative information regarding University policies
- Safeguards the confidentiality of University information, and exercises discretion in communicating information to faculty, students, staff and the public
- Assists the President with the oversight functions of special projects, and reviews, monitors, and prepares University correspondence for the president's review
- Manages the President's invitations, and speaking engagements
- Convenes cabinet meetings in the absence of the president, and ensures that the president's direct reports (cabinet members)
- Contributes to the overall success of the University by performing other duties as assigned.

Board of Trustees

- Serves as liaison between the President's Office and Board of Trustees
- Maintains discretion and confidentiality with all Board documents and materials
- Assists in coordinating Board agenda, and organize Board meetings
- Organize pressing issues/questions/discussion for the Board in a strategic context Works with Board Committees to optimize information distributed to the Board. =

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- Prepares Board meeting minutes for approval by the President, and Board review; and works with the Board Chair to calendar Board events.
- Conduct other duties as assigned by the Board Chair and the University President

Minimum Requirements:

- Must have a Master's degree, preferably in Human Resources, Education Administration, Business Administration, or related fields.
- Minimum three (3) years of increasingly responsible managerial experience, which must include knowledge of organizational administration.
- Demonstrated knowledge, competence and experience in managing people, projects, and initiatives
- Has the ability to read, analyze, and interpret student policy documents
- Must have excellent managerial skills; and the ability to formulate and articulate policies, procedures, expectations, and practices.
- The successful candidate will have the ability to use technology efficiently and appropriately