



## Chief of Staff

**Reports to:** Commissioner  
**Location:** Jefferson Building, Jefferson City, Missouri  
**Pay Range:** Commensurate with Experience

### WHO WE ARE

The Missouri Department of Higher Education (MDHE) is launching a historic transformation effort to become the nation's leader in preparing the workforce of the future. Effective August 28, 2019, we are creating a new department that will bring together the legacy MDHE, the Division of Workforce Development (DWD), and Missouri Economic Research & Information Center (MERIC). The vision for the new department is, "Every Missourian empowered with the skills and education needed for success." Achieving this will require us to rethink what we do, the way we work, and our strategy. Join us and play a critical role in shaping the journey to achieve our vision.

### ABOUT THE ROLE

As chief of staff, you will support the commissioner in setting strategy and managing the massive transformation effort over the next year. You will report directly to the commissioner and work closely with other senior leaders in the department as a member of the executive team. You will ensure that we meet our objectives in the near term and help us achieve our vision in the long term. The chief of staff must:

- Be a strategic thinker
- Have impeccable attention to detail and quality
- Exhibit extraordinary urgency and ability to get things done
- Have strong project management skills
- Understand data and how to use it to tell a compelling story
- Like working in a fast-paced environment while staying focused on the big picture

This job will be challenging, but it will give you an unparalleled opportunity to develop as a leader. You will have opportunities to learn from some of the best thinkers in higher education, the public workforce system, Missouri businesses, philanthropy, and government service.

## **RESPONSIBILITIES**

1. Support the strategic development and execution of department priorities by collaborating with leadership to plan, prioritize, and deliver achievable projects, while equipping staff with the tools they need to be successful.
2. Serve as the commissioner's left hand and front line by serving in his or her place on committees and at meetings within state government and fielding all inquiries directed to the commissioner.
3. Work with staff throughout the department to identify opportunities and implement changes to make the department an exceptional place to work.
4. Quarterback regular communications with department leaders to internal and external stakeholders so that the department's priorities are clearly communicated and reflect those stakeholders' feedback.
5. Plan, staff, and assess professional development events for staff throughout the organization; board development events; and department leader meetings.
6. Prepare the commissioner for meetings and events.
7. Draft correspondence on behalf of the commissioner.
8. Assume other duties as assigned.

## **DEMONSTRATED EXPERIENCE REQUIRED**

1. Has a proven track record of interacting effectively with high-level leaders.
2. Has successfully led implementation of complex policy and organizational change initiatives.
3. Has used data to drive policy solutions and evaluation.
4. Has managed resources – including dollars and time – effectively.
5. Has motivated a team.
6. Has communicated effectively through written, verbal, and visual media.
7. Has worked with stakeholders to achieve consensus on divisive issues.

## **EDUCATION REQUIREMENTS**

Applicants must have earned a bachelor's degree from an accredited institution.

## **TECHNICAL SKILLS**

1. The person who holds this position must be an enthusiastic adopter of new tools and technology.
2. Proficiency in Microsoft Office products (Outlook, Word, Excel, and PowerPoint).

## **REQUIRED TRAVEL**

This position requires periodic travel.

## **TO APPLY**

Applicants should submit a cover letter, resume, official college transcripts, and contact information for 3-5 professional references to Human Resources at [hr@dhe.mo.gov](mailto:hr@dhe.mo.gov). Applicants may also submit the [Affirmative Action Survey](#).

Applications will be reviewed upon receipt. This position will remain open until it is filled.