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## Opportunity Profile

### Chief of Staff



## About Southeast College

<https://www.southeastcollege.org>

Southeast College acknowledges that they are located on the traditional lands, referred to as the Treaty 4 Territory, the original lands of the Cree, Ojibwe (OJIB-WĒ), Saulteaux (SO-TO), Dakota, Nakota, Lakota, and on the homeland of the Métis Nation.

They respect and honour the Treaties that were made on all Territories, acknowledge the harms and mistakes of the past, and are committed to moving forward in partnership with Indigenous Nations in the spirit of reconciliation and collaboration.

Southeast College serves a region that encompasses over 70 communities spread throughout 20,000 square kilometers in southeast Saskatchewan. They operate campuses in six communities, including: Assiniboia, Estevan, Indian Head, Moosomin, Weyburn, and Whitewood. Through partnerships with post-secondary institutions, they deliver a wide variety of career, vocational, and academic programming to meet the educational, economic and labour force demands of southeastern Saskatchewan. Additionally, the College serves many business and industry stakeholders by offering numerous business, safety, and industrial programs and courses at our six campus locations.

### **Vision**

Fueling the future by changing lives, building careers and growing communities Our Aspiration *We envision ... a learner that has a successful pathway of ongoing education and development with the College throughout their career and lifetime. The pathway is fueled by innovation from when the student enters the learning experience to a successful transition to their career or next learning opportunity. ... innovation is integrated into everything we do from recruiting students, developing cutting edge programs, finding creative solution for career advancement, to engaging in genuine community partnerships. Innovation means being responsive to student and industry*

*needs by being creative, bold and courageous – designing the best learning opportunities for our students, community partnerships and stakeholders. ... an experience for all learners to create community in a learning culture which fosters a sense of belonging, builds student comradery and develops lifelong connections with lasting memories. ... a work culture where we all show a passion for creating positive learning experiences, where we all know and feel that we have made a positive impact in lives of those we have encountered. We work with great teams creating a common goal and having the freedom to take challenges and create opportunities – a work culture that is life changing.*

**Mission** Inspire and enable success by providing opportunity, accessible education and innovation through community involvement.

**Values** We at Southeast College, practice professional ethical conduct in everything we do. We are guided by our three core values – being... Innovative – our proactive approach to changing needs by being responsive, having the courage to try new things and growing from our experiences. Authentic – meaningful interactions that are genuine, respectful, empathetic and that embrace diversity. Responsible – accountable for all our actions and those things entrusted to us in a way that is open and honest.

## **The Role: Chief of Staff**

The Chief of Staff and Board Liaison is a vital member of the Executive Leadership Team, reporting directly to the CEO & President. This position plays a crucial role in providing executive support and overseeing a wide range of complex professional administrative duties. The Chief of Staff leads and coordinates the revision and development of policies, programs, and strategic projects assigned by the CEO & President, while also offering support to the Board of Governors. Working collaboratively across all aspects of the institution, the Chief of Staff will co-lead and coordinate College proposals, business cases, strategic projects, administrative policies and procedures, and government requests.

As a member of the Executive Leadership Team, the Chief of Staff reports to the CEO & President and demonstrates exemplary office behavior, cultivating a positive, productive, and collaborative work environment. Ethical leadership will guide the development, implementation, maintenance, and delivery of college strategic initiatives, and administrative and operational policies/processes/services, ensuring operational efficiencies. In this capacity, the Chief of Staff will provide full support to the CEO & President and act as the liaison with the Board of Governors. Commitment to excellence, strong work ethic and attention to detail, combined with a results-driven mindset, will be instrumental in achieving success. The ability to demonstrate excellent judgment, initiative, and maintain high ethical and confidentiality standards, while effectively managing time and prioritizing tasks, are essential qualities for this role.



The Chief of Staff will establish priorities in alignment with the College's mission, vision, values, and strategic direction. Working closely with the Executive Leadership Team, the Chief of Staff contributes to the development of annual business plans and specific action plans that align with the institution's strategic direction. A key aspect of this role involves maintaining extensive consultation, leadership, coordination, and contact with key external agencies, organizations, as well as internal and external partners and stakeholders.

The Chief of Staff will excel in this position through effective collaboration with the Executive Leadership Team, and will possess a comprehensive understanding of strategic communication, project management, strategic management, policy development and revision, and financial and executive office administration processes.

Overall, the Chief of Staff and Board Liaison will play a critical role in supporting the CEO & President, the Executive Management Leadership Team, and the Board of Governors in facilitating effective communication, fostering a cohesive work environment, and driving strategic initiatives to advance the College's mission and goals.

## **Key Accountabilities**

- Provide high-level administrative support and assistance to the CEO & President, acting as the primary point of contact for internal and external stakeholders regarding matters related to the Executive Office.

- Research, implement, and maintain processes, resources, and tools to enhance efficiency and effectiveness within the organization.
- Serve as the key liaison and aide, ensuring seamless coordination of the CEO & President's schedule and strategic administrative activities. This includes assisting in scheduling leadership team meetings, events, and Board of Governors activities.
- Co-lead the design and implementation of governmental, external, and internal reports, as well as the development of presentations for reports and business cases.
- Perform complex administrative duties as a generalist, independently composing correspondence on a wide variety of matters and researching, prioritizing, and following up on incoming issues and concerns addressed to the CEO & President, including those of a sensitive and confidential nature.
- Organize and coordinate executive outreach and external relations efforts.
- Oversee strategic projects, and facilitate responsive, accurate, proactive, and collaborative communication with the entire college community (internal and external), as directed by the CEO & President.
- Co-lead the process for systematic strategic plan review and quarterly and annual evaluation based on the institutional effectiveness model adopted by the College.
- Maintain and provide research support for strategic initiatives and projects within the College, preparing summaries or reports as needed for internal and external audiences.
- Support the values and institutional goals defined in the College's Strategic Plan and Multi-Year Business Plan.
- Co-lead and coordinate the administrative reviews and/or development of the College's and Board of Governors' policies as required.
- Serve as the Board of Governors liaison, handling high-level administrative tasks such as meeting logistics, agenda development, scheduling, budgeting, and ensuring the proper maintenance and security of Board records, correspondence, minutes, travel arrangements, and documentation for board expenses and reimbursement.
- Attend all Board of Governors meetings, transcribe minutes to official Board records, and ensure the maintenance and security of all official Board records.
- Promote positive morale and teamwork within the organization and provide exceptional customer service to the CEO & President, executive team, students, faculty, Board of Governors, government, and community.
- Handle sensitive and extensive confidential data with the utmost discretion.
- Complete duties and responsibilities in compliance with college standards, policies, and guidelines.

- Communicate effectively, both orally and in writing, defining problems, collecting data, establishing facts, drawing valid conclusions, and presenting information to top management, partners, public groups, and other relevant stakeholders as needed.

It is noted that the duties and responsibilities outlined are representative, but **not all-inclusive and are subject to change.**

## Required Skills & Competencies

**Analytical Thinking** Understands situations by breaking them down into smaller events then tracing implications and organizing elements in order to explain circumstances, identify solutions and resolve problems.

**Business Acumen** The ability to understand business functions within the organization and industry. Uses and balances information about business drivers and trends such as revenue, costs, client needs, and short and long-term needs to guide activities.

**Strategic Communication** Demonstrates exceptional communication skills across various platforms, including face-to-face interactions, phone conversations, and written correspondence. Effectively conveys ideas, information, and messages in a clear, concise, and compelling manner to diverse audiences. Displays the ability to adapt communication style and tone based on the situation and effectively convey complex information in a manner that is easily understood.

**Decisiveness** The demonstrated ability to make timely, appropriate decisions regarding issues of major importance to the organization, its people, and its community, even when faced with incomplete information or controversy.

**Initiative** Demonstrates the ability to meet challenges, handle pressure, and effectively resolve problems while maintaining a positive and focused outlook. Proactively identifies problems, obstacles, or opportunities and exhibits a strong inclination to act to address present or future challenges and opportunities. Exhibits self-starting qualities, autonomy, and a proactive approach to work, showcasing a "can-do" attitude in all tasks and responsibilities.

**Organizational** Coordinating and leading work both with other institutional divisions and with external entities, optimizing use of available resources, setting short-and long-range goals, and developing the strategies and polices to achieve such goals. Effective time management to balance conflicting demands.

**Problem Solving** Effectively prioritize and assess the urgency of requests for confidential and sensitive information. Thoroughly investigate and obtain the necessary information based on the source and nature of the request. Ensure the CEO & President is equipped with relevant and appropriate information for meetings and events. Proactively anticipate upcoming issues and ensure timely provision of necessary

information to the CEO & President. Skillfully direct information requests to the appropriate representative within the Executive Management team on behalf of the CEO & President.

**Project Management** Demonstrated ability in assessment, planning and execution functions, determining the most effective means of achieving a goal. Oversee large-scale projects working with partners and stakeholders to identify resource needs, schedule tasks, and forecast project costs and timelines. Regularly reviews own priorities and plans and those of direct reports, adjusting goals as those of the department and organization change.

**Relationship Building** Demonstrates an understanding, open, and positive attitude toward others, nurturing and valuing respect in the workplace, collaboration, and positive relationships with others in the work unit and across the organization.

**Strategic Business Sense** A demonstrated ability to (a) recognize internal and external patterns and trends in the organizational environment (b) understand the capabilities of the organization and then (c) use this knowledge to develop strategies that ensure organizational success. Consistently demonstrates a focus on achieving results despite obstacles and challenges by being concerned with the quality of work and achieving or surpassing excellence standards.

## The Person

- Bachelor's degree in business, project management, political science, public administration, communication, or public relations. Equivalent degrees or relevant experience will be considered. A master's degree from an accredited college or university is preferred.
- Minimum of five (5) years of progressively responsible experience, including managing administrative and strategic initiatives in government and/or post-secondary education.
- Experience working with an executive leadership team and a board of governors or trustees/directors.
- Proven ability to handle highly confidential information with discretion, manage a wide range of details, and lead, coordinate, and implement complex projects amidst interruptions while meeting deadlines in a fast-paced work environment.
- Knowledge of policy revision and development.
- Proficiency in Word, Excel, PowerPoint, and Outlook, with a willingness to learn standard College software's.
- Ability to multitask and handle multiple or unexpected deadlines in a demanding environment.
- Demonstrates sound judgment in handling confidential and sensitive matters.
- Working understanding of strategic communication, project management, strategic management, and reporting systems/processes.



- Ability to establish and maintain effective working relationships with the executive management team, college staff, external agencies, partners, industry stakeholders, and government officials.
- Demonstrated superior communication skills, evidenced by significant experience in writing comprehensive reports, proposals, and documents for internal and external audiences.
- Proficiency in presenting to various audiences.
- Willingness to schedule work hours according to the demands of the position, which may include working outside of traditional work hours when necessary.
- Possession of a valid driver's license and willingness to travel.
- Satisfactory Criminal Record Check required.

## Express Your Enthusiasm

Email a convincing cover letter and tailored resume (PDF or Word) to [saskatoon@leadersinternational.com](mailto:saskatoon@leadersinternational.com) indicating the job title in the subject line of the email.

### Leaders International Executive Search

[www.leadersinternational.com](http://www.leadersinternational.com)