

President's Chief of Staff and Communications
Rhode Island School of Design

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Job Title	President's Chief of Staff and Communications
Department	President's Office
Institution	Rhode Island School of Design Providence, Rhode Island
Date Posted	Sep. 11, 2017
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communication
Job Website	http://careers.risd.edu/postings/1673
Apply Online Here	http://careers.risd.edu/postings/1673

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Job Description

The President's Office at RISD seeks a thoughtful communicator as the President's Chief of Staff and Communications. Join our vibrant, diverse RISD community where the environment will encourage your understanding and fluency in contemporary culture, art and design. As an experienced trusted advisor, the ideal candidate will have demonstrated diplomacy expertise, possess sound judgment and strong writing skills. In addition, the individual will be a committed team member and dynamic relationship builder with a high level of emotional intelligence and a talent for trouble shooting.

Summary:

As an assistant to the President, the President's Chief of Staff and Communications will regularly interface with the varying audiences that define the RISD community, particularly on the development and execution of strategic communications. Using creativity and solid judgment to solve problems, the successful incumbent will be responsible for anticipating questions, along with designing and

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implementing the actions necessary to ensure the President's initiatives/commitments are advancing. The President's Chief of Staff and Communications will promote RISD's strategic priorities by working closely with the President and senior leadership to safeguard the successful execution, sequencing and follow-through of the initiatives/commitments.

The President's Chief of Staff and Communications will be responsible for collaborating and writing a wide variety of Presidential communications. This includes managing the flow of communication in and out of the President's office, conducting research and evaluating background materials. The individual will represent the President of a prestigious institution of art and design on committees, manage special projects and act as liaison to the RISD Cabinet and various internal constituencies.

As a supportive team leader, the President's Chief of Staff and Communications will oversee and manage the President's Administrative Office and Community Relations teams in order to build upon and further advance RISD's positive interactions as a representative of the office. The President's Chief of Staff and Communications will be adept at developing effective partnerships across the institution to organize and facilitate decisions and to anticipate problems and utilize creativity and good judgment in recommending solutions. Using a proactive approach, the President's Chief of Staff and Communications will be accountable for keeping the President informed on internal campus and external community matters, events and activities alerting the President to matters requiring attention; and will ensure that the President is briefed on relevant information prior to meetings and events.

Founded in 1877, Rhode Island School of Design or RISD (pronounced "RIZ-dee") stands out as one of the most well-respected colleges of art and design in the world. Approximately 2,450 undergraduate and graduate students from the US and abroad come together on campus with an accomplished faculty of artists, designers and liberal arts scholars to form a vibrant creative community that respects individuality, open-ended inquiry and hands-on making. Applying their creative thinking and problem solving abilities in a broad range of fields, RISD's 26,000 alumni exemplify the vital role artists and designers play in fueling global innovation. Both the college and the RISD Museum help make Providence, RI among the most culturally active and creative cities in the region. To learn more about RISD and our community, visit risd.edu and our.risd.edu.

As an employer, RISD offers a supportive, collegial and inclusive work environment and a competitive benefits package._

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Please see the job description for contact details
pertaining to this university job announcement.