
Chief of Staff – RECRUITMENT 3446

California State University, Dominguez Hills is seeking an experienced professional to serve as the Chief of Staff

The Chief of Staff to the President assists the President in planning and executing a wide range of complex and sensitive executive and administrative duties related to policy development, academic, fiscal, and administrative programs and represents the President to other senior staff, the campus, and to the community at large.

CSU Dominguez Hills, an urban university in the twenty-three campus California State University system, is located in Carson, in the South Bay region of Los Angeles County. Its 346-acre campus is situated in the historic Rancho San Pedro, the oldest Spanish land grant in the Los Angeles area. The campus is strategically located in the heart of a major technological, industrial, and transportation complex in Southern California. The area includes the massive Port of Los Angeles and Port of Long Beach—Southern California's gateway to international commerce. Cultural, performance, and sports venues in downtown Los Angeles are about twenty-five minutes away and the South Bay beach communities are a few minutes away to the west and south. The StubHub Sports Center, a 125-acre sports center developed by AEG and home to Major League Soccer's L.A. Galaxy, is located on the CSUDH campus.

With an enrollment exceeding 14,000 students, CSUDH is a federally recognized Minority- Serving Institution as well as a Hispanic Serving Institution and is among the most ethnically diverse universities in the nation: 60% Hispanic, 14.5% African American, 11% White, and 11% Asian/Pacific Islanders.

CSUDH is fully accredited by the WASC Senior College and University Commission (WSCUC) and offers 45 baccalaureate degrees, 24 master's degrees, and a number of certificate and credential programs. While continuing to emphasize the liberal arts and sciences, the university offers professional programs at both the undergraduate and graduate levels. Twelve programs hold accreditations from national professional associations: business administration, clinical sciences, computer science, education, health science, music, nursing, occupational therapy, public administration, social work, special education, and theatre arts. The university is known for excellence in teacher education, nursing, psychology, business administration, and digital media arts. CSUDH is also a national leader in distance education, with ten academic degree programs and seven certificate programs offered online.

Qualifications:

Required Education: Bachelor's degree from an accredited institution or equivalent; Master's degree preferred

Required Experience: Five to eight years related management experience including experience with administrative, governance, budget, and personnel policies and processes.

Preferred Experience: Successful experience in public, four-year institution of higher education within a collective bargaining environment serving at a level of Associate Vice President or Dean and/or experience resolving conflicts, problem solving and encouraging partnerships and collaboration is highly desirable.

Required Knowledge, Skills, and Abilities:

- Knowledge of academic and administrative programs and organizational structures
- Knowledge of higher education current issues, best practices, benchmarking, accreditation standards, and student retention models
- Considerable knowledge of the regulations and executive orders governing the CSU
- PC compatible computer systems
- Microsoft software suite, including Word, Outlook, Excel, and PowerPoint
- Ability to interact effectively and work collegially and respectfully with diverse perspectives and personalities
- Ability to plan, organize, set priorities and effectively coordinate responsibilities
- Ability to work independently or as a member of a team
- Ability to exercise diplomacy and good judgment and discretion
- Ability to be aware of the President's priorities at all times
- Superior written and oral communication and interpersonal skills, including the ability to facilitate open discussions, collaborate with and respond to multiple constituencies, and write clear and concise reports

Certification: Valid Driver's License

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California State University Dominguez Hills is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status. For more information or definition of these terms please visit:

<http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>

http://www.dol.gov/ofccp/regs/compliance/posters/pdf/Supplement_English.pdf

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Human Resources Office at (310) 243-3771 or the Academic Affairs Personnel Services Office at (310) 243-3766.

Clery Act crime statistics for CSUDH are available at <http://www.csudh.edu/dhpd/dhpd.htm>, or by calling University Police at (310) 243-3639.

Upon appointment all candidates must furnish proof of eligibility to work in the U.S.

The California State University is Smoke and Tobacco Free. Smoking, Vaping and other Tobacco use are Not Permitted anywhere on University property. Education Code 42356, CCR Title 5, Article 9

For more information or to apply, please visit <https://www.csudh.edu/hr/job-opportunities/> or contact Julio Arevalo at (310) 243-3093

How to Apply:

- Utilize Firefox as your main web browser, this will avoid any technical glitches
- Click on the link to be directed to our Job Opportunities page: <https://www.csudh.edu/hr/job-opportunities/>
- Scroll towards the bottom of the page and under “New and Returning Applicants” click on “View Job Opportunities”

Jobs at CSUDH

If you apply for a position at CSUDH, please check your email for confirmation of receipt of your application.

Executive Searches

- [Vice President for Administration and Finance \[PDF\]](#)

Current Employees

- [View Job Opportunities](#)
- [Quick Reference Guide \[PDF\]](#)
- [Frequently Asked Questions \[PDF\]](#)

New & Returning Applicants

[View Job Opportunities](#) 

- [Quick Reference Guide \[PDF\]](#)
- [Frequently Asked Questions \[PDF\]](#)

Staff and Management Positions

[Human Resources Management](#)
Welch Hall, Room WH A-340

Main (310) 243-3771
Fax (310) 217-6947
TDD (310) 243-2028

- Once you are redirected to the Careers page
- Look for Job ID **3446, Chief of Staff** (Administrator IV)
- Proceed to follow the prompts to complete your application

01/14/2019	Chief of Staff (Administrator IV), Office of the President	3446 
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