



CHIEF OF STAFF TO THE PROVOST AND EXECUTIVE VICE PRESIDENT

EXECUTIVE POSITION PROFILE
AUGUST 2025

KANSAS STATE
UNIVERSITY

The Opportunity

With year-over-year enrollment growth, record-high research expenditures, a dynamic new leadership team and a renewed focus on institutional collaboration, the chief of staff (COS) to the provost position offers an exceptional opportunity for a strategic leader to influence the academic enterprise at scale.

Under the bold vision of its [Next-Gen K-State](#) strategic plan, the university is advancing its role as a next-generation land-grant university, prioritizing student success, research impact, academic innovation and community engagement.

The COS to the provost will play a pivotal role in this effort, working closely with the provost to drive progress on university priorities in a rapidly changing higher-education environment. The COS will serve as a key integrator bringing together complex initiatives, ensuring operational alignment and functioning as both a strategic partner and a detail-oriented executor. This high-profile role spans the university and requires exceptional relationship-building skills, the ability to navigate complex interpersonal dynamics and the capacity to quickly earn trust in a close-knit, high-touch environment. The chief of staff will collaborate with the president; university strategy officer; executive vice president for executive affairs, university engagement and partnerships and chief of staff to the president; deans; vice and associate provosts; and members of the president's cabinet and their senior teams to coordinate and advance key cross-campus initiatives.

The ideal candidate is highly organized and detail-oriented, with a proven ability to drive complex projects to completion. They are strong collaborators and have the ability to cultivate productive partnerships and the political acumen to navigate a university environment and influence stakeholders across the institution.

Reporting to the provost and executive vice president, the COS serves as a senior leader in the Office of the Provost and a key strategic liaison to the broader K-State community. The COS leads, coordinates and supports complex and confidential institutional projects aligned with the university's mission and academic priorities while navigating the nuances of shared governance, faculty engagement and academic culture. This role builds and maintains strong relationships across K-State's campuses, colleges and units while partnering closely with university leaders to drive the effective planning, implementation and communication of strategic initiatives. The COS also represents the provost as needed in high-level discussions, on university committees and in managing issues or concerns on the provost's behalf.

In addition to overseeing the operations and communications of the provost's office, this position plays a central role in institutional policy development, project management and institutional planning. The position works closely with the provost to manage agendas and follow-up for the deans council and the provost executive team, ensuring alignment across academic and administrative leadership.

For information on how to apply or to submit nominations, please refer to the Search Process section at the end of this document.

Core duties and responsibilities

Leadership and Management of Institutional Special Projects and Strategic Initiatives (35%)

- Lead, manage, facilitate or coordinate a variety of complex, high-impact university strategic projects and change initiatives on behalf of the provost, particularly those related to achievement of Next-Gen K-State strategic priorities and the academic enterprise.
- Provide oversight and coordination of strategic planning and project management and prioritization for the Office of the Provost and its departments.
- Ensure the alignment of the Office of the Provost and related institutional projects with the university's mission, goals and objectives.
- Oversee and coordinate the delivery of the university's portfolio of strategic projects involving the academic enterprise, collaborating closely with the university strategy officer and the Office of the President.
- Coordinate organizational design and operational improvement activities for the provost's office and units reporting to the provost's office.
- Serve on university search committees for key leadership positions representing provost's office.
- Provide strategic guidance, counsel, coordination and support to units reporting to the provost's office and related key projects, plans or initiatives.
- Provide guidance, coordination and support for the university's strategic enrollment management (SEM) planning and reporting activities, including representing the provost in strategic discussions, committees or ad-hoc working groups related to SEM.
- Provide expert advice, guidance, counsel, coordination and support as requested for other institutional priorities or initiatives, particularly in the areas of strategic planning, policy development, SEM, human resources, organizational structures and budget alignment.

Executive-Level Advisor to the Provost (25%)

- Serve as a senior advisor to the provost, providing strategic thinking, issues and change management consultation, in-depth analysis and research, and recommendations on policies, procedures and other issues or concerns related to the Office of the Provost.
- Serve as the senior expert in the Office of the Provost in one or more of the following areas: strategic planning and performance reporting, organizational analysis, policy analysis and development, project management, change management, and institutional communications and engagement.

- Coordinate or support the development, implementation and communication of university policies and procedures.
- Plan and facilitate meaningful retreats and meetings with strategic agendas for the provost, deans council and provost executive team designed to advance institutional and academic priorities.

Executive-Level Communications (25%)

- Facilitate effective communication and collaboration between the Office of the Provost and other university departments and stakeholders.
- Represent and make presentations on behalf of the provost and the university related to assigned strategic initiatives.

Administrative Oversight (10%)

- Provide oversight of the operations of the provost's office, collaborating with the provost's executive assistant and office staff to ensure effective processes and systems are in place for managing the work of the office, optimizing the provost's time and flow of information to and from the Office of the Provost.

University Engagement and Coordination (5%)

- Establish excellent working relationships with key stakeholders, including vice and associate provosts, deans, deans' offices, the president's office, vice presidents and other key university leadership offices.
- Collaborate with university leaders, faculty, staff, students, affiliated organizations, community leaders and other external stakeholders and partners.
- Represent the Office of the Provost as needed to university leadership and community.
- Collaborate with the KSU Foundation to align development activities involving the Office of the Provost and related academic and nonacademic units.

Requirements

Educational Requirements

- Master's degree required.

Required Qualifications/Competencies

- 7-10+ years of strategic and management related experience
- Demonstrated emotional intelligence and the ability to use diplomacy and sensitivity in working with a diverse and broad range of constituents and relate effectively to individuals throughout all levels of an organization and its stakeholders.
- Proven leadership, strategic planning, and project management skills with an exceptional ability to analyze, plan, coordinate, articulate, and execute complex projects and initiatives.
- Master collaborator and relationship builder with strong interpersonal skills and the ability to engage others and work with coalitions of faculty, staff, students, university leaders and others across a diverse university community to achieve results.
- Outstanding organizational, problem-solving, management, and decision-making skills.
- Excellent oral and written communication skills with a demonstrated ability to articulate matters of complexity and nuance to multiple and varied audiences in both planned and extemporaneous situations.
- Exceptional critical thinking, judgment, and decision-making skills, including the ability to weigh short and long-term costs/risks and benefits of a potential action.
- Advanced knowledge and understanding of the principles, practices, methods, and techniques of planning, forecasting, budgeting, and critical thinking in the analysis/assessment of projects and initiatives.
- Able to effectively lead, coordinate, manage and motivate diverse, high-performing teams.
- Deep understanding of and passion for the role of public higher education and of land-grant institutions.
- Demonstrated ability to exercise judgment, discretion, and sensitivity to confidentiality.
- Proven ability to initiate, lead, and facilitate change, be adaptable with changing conditions, and comfortable with the ambiguity that accompanies a large public university.

Preferred Qualifications/Competencies

- Understanding of the complexities of university academic programming and operations.
- Experience at a land-grant institution of higher education in support of that mission.
- Proven record of leading and facilitating transformational change in higher education, building strong teams and talent development.



Search process

For full consideration, please apply by Sept. 5, 2025.

To be viewed by the search firm, you must apply directly at <https://acesrch.applicantstack.com/x/detail/a21esjy9e2gj/>

Please apply through the application link and do not email applications.

Applications will be reviewed as they are received and should include a cover letter and curriculum vita. Ideally, cover letters should not exceed two pages. All applications are treated confidentially.

Inquiries, referrals and nominations are also treated confidentially.

Inquiries and questions: Please send to KStateChiefofStaff@acesrch.com.

Nominations and referrals: Please send the nominee's name, title and contact information, if available, to nominations@acesrch.com.

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability or status as a protected veteran.

Upon acceptance of a contingent offer of employment, a candidate may be subject to a background check per [K-State's background check policy](#).

Applicants must be currently authorized to work in the United States at the time of employment.

About the institution

Founded in 1863 as the nation's first operational land-grant university, Kansas State is a Tier 1 research university with more than 20,000 students, 1,300 faculty members, 3,000 staff members and three physical campuses: the main campus in Manhattan; the Kansas State Salina campus, home to aviation and technology programs; and K-State Olathe, which serves the industry and workforce needs of Greater Kansas City.

K-State has nine colleges, Graduate School and K-State Online and offers more than 400 degrees and options, from bachelor's to doctoral degrees. K-State Research and Extension also serves the citizenry with a presence in every county throughout Kansas and supports research in more than 20 K-State departments.

K-State has an annual budget of more than \$900 million. Private giving to the university is around \$200 million per year, and the KSU Foundation ended fiscal year 2024 with an investment pool and endowment of \$1.02 billion, with a goal to hit \$2 billion by 2030.

K-State is known for the passion and pride of its alumni. With more than 200,000 living graduates, the K-State Alumni Association ranks in the Top 10 nationally among the Power Five conferences for the percentage of graduates who are members.

The Princeton Review recognizes the university as one of the nation's best colleges. Kansas State also has been designated as an Innovation and Economic Prosperity University by the Association of Public and Land-grant Universities and is recognized as a Carnegie Community Engaged Institution. Commonly referred to as K-State, the university is proud of its welcoming environment.





University Mission, Vision and Values

Kansas State's mission is to foster excellent teaching, research and service that develop the highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation and the international community.

K-State's vision is to lead the nation as a next generation land-grant university – setting the standard for inspiring learning, creativity, discovery and engagement that positively impacts society and transforms lives in Kansas and around the world. The university Values and Principles of Community guide how the community lives out its mission. For more information about Kansas State, visit our [University Profile](#).

K-State provides access to high-quality education for those who desire to earn in-demand degrees. By fostering an environment where all can thrive, learn and grow, our university is home to students, faculty and staff who bring a variety of unique perspectives, viewpoints and experiences to our learning and working environments, enriching and deepening the connections we have with each other and all who engage with our university. Learn more about our mission and the values that drive us at k-state.edu/about/values-and-mission.



The Community

Situated in the heart of northeast Kansas' scenic Flint Hills, Manhattan's 56,000 citizens enjoy a dynamic community with shopping, dining, entertainment and nightlife. Manhattan is affectionately known as the "Little Apple," a nod to its East Coast namesake, but has a vibrant culture all its own.

Here is just a sampling of what residents look forward to year-round:

- Shopping, dining and socializing in Aggieville, a local entertainment district with a fun, energetic vibe.
- A vibrant, revitalized downtown area with fine-dining options and local boutiques.
- The Flint Hills Discovery Center, featuring exhibits about the beautiful surrounding region.
- Beautiful outdoor life at Sunset Zoo and the Gardens at K-State.
- Recreation opportunities at the Konza Prairie, Tuttle Creek State Park, Linear Park Trail and more.
- The university's McCain Performance Series, which hosts acclaimed Broadway musicals, comedians, musicians and other entertainers.
- Exciting Big 12 athletic events. (Faculty and staff are eligible for discounted tickets.)
- Colbert Hills Golf Course, ranked as the top public golf course in Kansas.
- Excellent K-12 education. Manhattan High School ranks among the top 5 percent of U.S. high schools, and the school district is home to several Kansas Master Teachers.

Learn more about the Manhattan community at manhattan.org or madeformanhattan.org.



An aerial photograph of the Kansas State University campus, featuring various academic buildings, green spaces, and a large open field in the foreground. The entire image is overlaid with a solid purple color.

KANSAS STATE UNIVERSITY