



**POSITION PROFILE**  
**Chief of Staff**  
**2025**

This search is managed in partnership with Summit Search Solutions, Inc.





Salt Lake Community College (SLCC) seeks an experienced and energetic organizational leader to serve as Chief of Staff in the Office of the President. This is a new position at SLCC and provides an opportunity for an exceptional candidate to support the President and Cabinet leaders as they transform the College to better serve the Salt Lake region and beyond.

SLCC celebrates 76 years of supporting Utah's economy and helping students from all backgrounds achieve their dreams.





## MISSION

Salt Lake Community College is your community college. We engage and support students in educational pathways leading to successful transfer and meaningful employment.

## VISION

Salt Lake Community College will be a model for inclusive and transformative education, strengthening the communities we serve through the success of our students.

## VALUES

**Collaboration.** We believe we're better when we work together.

**Community.** We partner with our community in the transformative, public good of educating students.

**Inclusivity.** We seek to cultivate an environment of respect and empathy, advanced by diverse cultures and perspectives.

**Integrity.** We do the right things for the right reasons.

**Innovation.** We value fresh thinking and encourage the energy of new ideas and initiatives.

**Learning.** We learn as a college by building outstanding educational experiences for students and by supporting faculty and staff in their professional development.

**Trust.** We build trust by working together in good faith and goodwill to fulfill the College's mission.

## ABOUT SALT LAKE COMMUNITY COLLEGE

[Salt Lake Community College](#) (SLCC) has come a long way since its founding as a small technical college 76 years ago. SLCC now serves tens of thousands of students at 8 SLCC locations and online throughout Salt Lake County.

SLCC serves its students by offering programs with highly transferable credits and at affordable cost. Flexibility, choice, and job relevance are hallmarks of the SLCC educational experience. Highly qualified and engaged faculty, assisted by academic and career advisors, provide the academic support that students need.

SLCC is accredited by the Northwest Commission on Colleges and Universities (NWCCU).

## SLCC BY THE NUMBERS

- 47% of SLCC students are the first in their family to attend college
- 70% of students transfer to a 4-year institution
- Average class size is 19 students
- The median age of SLCC students is 22 years
- 78% of students work while studying at SLCC
- Students choose from over 100 programs of study
- The College serves over 50,000 students each year
- SLCC has the most diverse student body in Utah
- SLCC consistently ranks in the top 10 in the US for associate degrees awarded
- 81% of students leave SLCC with no student debt

## RECENT KEY MILESTONES

2019	➤ Dream Center opens to support undocumented students.
2022	➤ The Northwest Commission on Colleges and Universities (NWCCU) reaffirmed the institution's accreditation status.
	➤ The College achieves emerging Hispanic Serving Institution status.
2023	➤ SLCC celebrates 75 years.
2024	➤ <a href="#">Dr. Greg Peterson</a> is named the 9 <sup>th</sup> president.



## LEADERSHIP FOR SLCC'S FUTURE

SLCC is a comprehensive community college that includes a distinct technical college. It works as an educational collaborator, with a unique mission to be a bridge between high schools and Utah's four-year and research universities. The College also links students and their training to the needs of the community's employers. SLCC is constantly evolving to meet the changing needs of students and the community.



The Chief of Staff will be joining SLCC at a pivotal time, partnering with the College's new **President, Dr. Greg Peterson**, who was selected to lead Utah's largest two-year higher education institution in April 2024. Throughout Dr. Peterson's tenure in higher education, he has demonstrated his commitment to the community college mission of providing all students with access to and success in higher education and in life.

A first-generation community college student himself, Dr. Peterson has launched many initiatives focused on student learning and success. He led college promise programs at several two-year institutions and pioneered the nation's first associate degree programs in artificial intelligence and machine learning. Dr. Peterson has a strong track record of establishing partnerships with community and industry leaders to strengthen workforce pipelines, enabling students to translate their education into family-sustaining careers. Additionally, Dr. Peterson has led efforts to improve the rate of community college student transfer to four-year and research universities. In 2024, the U.S. Department of Education recognized his work in this area. Most notably, at one institution Dr. Peterson oversaw a 45% increase in transfers for Native American students, a 39% increase for Black students, and a 13% increase for Latinx students.

President Peterson is active in several national education organizations. He serves on the governing board of the Hispanic Association of Colleges and Universities (HACU) and the Excelencia in Education's Presidents for Latino Student Success. He also currently volunteers his time to the American Association of Community College's Commission on Institutional Infrastructure and Transformation and previously served on its Commission on Economic and Workforce Development.

Before taking the helm at SLCC, Dr. Peterson was the President of Chandler-Gilbert Community College in Arizona. He holds a doctorate in educational administration with an emphasis in community college leadership from the University of Texas at Austin; a master's degree in postsecondary, adult, and continuing education from Portland State University; and a bachelor's degree in English from Brigham Young University.

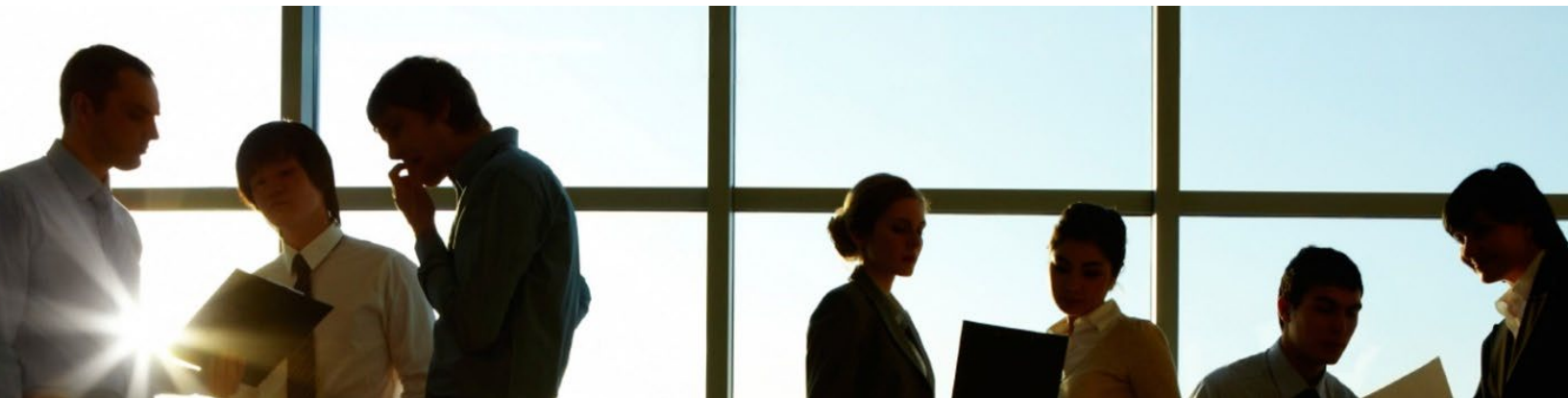
## PLANNING FOR THE FUTURE

Salt Lake Community College is Utah's largest two-year college with 50,000 students, proudly educating the state's most diverse student body in eight areas of study at eight locations and online. Almost half of our students are first in their family to attend college, and over 24% are from Hispanic/Latinx communities. As we work toward becoming a Hispanic Serving Institution, we deepen our commitment to inclusive and transformative education.

To learn more about trends shaping SLCC's future and the College's responsive strategic plan, click here: <https://www.slcc.edu/Plan/index.aspx#trends>.

Salt Lake Community College is a part of the [Utah System of Higher Education](#) governed by the [Utah Board of Higher Education](#). SLCC is institutionally governed by the [SLCC Board of Trustees](#), the SLCC President, and the [SLCC Executive Cabinet](#).





## ABOUT THE POSITION

The Chief of Staff (COS) serves as a strategic advisor and partner to the President, supporting the executive team in implementing the President's priorities and the strategic plan of the College. This new role oversees presidential initiatives and special projects. In addition, it provides leadership and oversight for the College's institutional effectiveness, legal, and audit staff.

### KEY RESPONSIBILITIES

Reporting to the President, the Chief of Staff will be a member of the Cabinet and will coordinate the internal work of the Cabinet. The COS will monitor and track progress for Cabinet-level strategies and plans, helping the College's executive team meet timelines and milestones. Through supervision of the College's institutional effectiveness office, the COS will support data-informed decision-making and progress tracking. The COS will coordinate strategic presidential communication and will ensure effective internal communication among members of the Cabinet. The COS will develop and oversee strategic and operational planning structures and processes, facilitating participation by work teams and involvement by the broader college in executing strategies and plans. The COS will identify and analyze problems and barriers to progress and facilitate collaborative solutions.

### JOB DUTIES

#### **As a Strategic Advisor and Partner to the President, the Chief of Staff will:**

- Develop, plan, coordinate, support, and/or lead strategic and special initiatives and projects for the President.
- Provide strategic advice to the President and keep the President apprised of significant issues.
- Assist the President with ad hoc emergent matters and troubleshooting as needed.
- Represent the President on various committees and oversee standing committees that report to the President.

#### **To Support the Work of the President's Executive Team, the Chief of Staff will:**

- Provide coordination support within the executive team for implementing the President's priorities.
- Serve as a liaison and provide coordination support to the President's other direct reports.
- Coordinate and oversee searches for positions reporting to the President.

#### **As an Administrative Supervisor, the Chief of Staff will:**

- Oversee the daily operations and internal functioning of Institutional Effectiveness, Office of the General Counsel, and Internal Audit.
- Oversee the growth plan for specific programs in coordination with the President and provide status reports to the board and funders as needed.
- Ensure the coverage and completion of leadership and management responsibilities in the absence of a Vice President.
- Monitor and advance strategy and plans for growth and eventual expansion of programs.



## KNOWLEDGE, SKILLS, AND ABILITIES

- Capacity to translate high-level strategy into operational plans that advance the achievement of key institutional goals.
- Exceptional organizational and time management skills.
- Able to support strategic communication by President Peterson with College stakeholders.
- Attention to detail and accuracy.
- Ability to adapt to changing priorities and demands.
- Skilled in analysis and use of data for decision making.
- Ability to see and think ahead and take initiative in addressing emergent issues.
- Strong problem-solving skills and the ability to anticipate issues and opportunities.
- Ability to convene, motivate, and lead both standing teams and ad hoc groups focused on particular issues.
- Strong leadership and management skills.
- Ability to work well under pressure with a high level of emotional intelligence and diplomacy.
- Expertise in process improvement and project management fostering a high degree of efficiency and accuracy.
- Significant experience in executive support roles, preferably at a senior level.
- Experience in managing complex projects and initiatives with multiple priorities and deadlines.
- Proven ability to provide outstanding customer service to stakeholders.
- Possesses written and verbal communication that facilitate effective communication with different stakeholders.
- A collaborative work and communication style with the ability to develop effective working relationships with internal and external stakeholders.
- Commitment to the College's mission, vision, and values.

## MINIMUM QUALIFICATIONS

- Bachelor's degree in business administration, public administration, or a related management field.
- Ten years of related work experience.

## PREFERRED QUALIFICATIONS

- Master's degree.
- Familiarity with federal and state education regulations, student advisement, and technical education policies.
- Project management certifications and/or Six Sigma certifications.

## WHY CONSIDER THE OPPORTUNITY?

**Responsive Community College.** Salt Lake Community College is responsive to the needs of its students and the various communities it serves.

**Opportunity for Impact.** The Chief of Staff will join a team of transformative and strategic leaders and will support plans and initiatives to improve the College's service to the Salt Lake region's people.

**Location.** The Salt Lake area offers a lively mix of city life and nearby natural beauty. The greater Salt Lake City metropolitan area has grown to a population of over one million people. The region's growing diversity fuels a lively and diverse cultural scene.

**Compensation and Benefits.** Highly competitive salary and benefits package.





## HOW TO APPLY

Salt Lake Community College, in consultation with Summit Search Solutions, Inc., will begin a confidential review of application materials immediately and continue until the position is filled; **parties who apply by July 20, 2025 will be given first consideration.** Please submit a CV/resume and letter of interest upon application. All applications and nominations will be held in confidence.

To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su458>

### For more information or to offer recommendations or nominations:

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*It is the policy of Salt Lake Community College to comply with all federal, state, and local authorities requiring nondiscrimination, including, but not limited to Title VI and VII of the Civil Rights Act of 1964, Executive Order No. 11246, 45 CFR Part 90, the Civil Rights Restoration Act of 1987, Title IX of the Education Amendments of 1972, The Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, Genetic Information Nondiscrimination Act of 2008, and Utah's Executive Order, issued December 13, 2006.*

*The College is fully committed to policies of equal employment and nondiscrimination and works to prevent any form of exclusion from participation in, denial of benefits of, or subject any individual to discrimination, harassment, or prejudicial treatment on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, genetic information, disability, religion, protected veteran status, expression of political or personal beliefs outside of the workplace, or any other status protected under applicable federal, state, or local law.*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Colorado, Kansas, Maryland, New York, North Carolina, and Texas.







## ABOUT SALT LAKE CITY, UTAH

Salt Lake City (SLC) offers a spectacular mix of city life and nearby natural solitude, with plenty of family-friendly activities throughout Utah's four lovely seasons. Utah's capital city has an increasingly diverse population of approximately 199,700 (over 1M in the greater metropolitan area) and has become a welcoming destination city for refugees, fostering an exceptional variety of diverse community cultural events.

Visitors are greeted by warm, friendly people, clean streets, and a relaxed but active atmosphere. Walkable and bike-friendly neighborhoods lend to the safe, small-town feel of one of the 50 largest metropolitan markets in the U.S.

### EXPLORE THE OUTDOORS, MUSIC, ART and SATISFY THE FOODIE IN YOU

Utah is home to five stunning national parks and five national monuments, with six more national parks within a day's drive of SLC. While Utah's ski resorts boast the "greatest snow on earth" in the winter, many also offer a range of fun summer activities, including family movie nights, thrilling zip lines, decadent spa services, scenic tram rides, hikes through fields of wildflowers, and brunch with breathtaking views. Hundreds of miles of hiking and biking trails are easily accessible. Quiet alpine lakes, beautiful aspen forests, and unbeatable views from mountain peaks reward hikers of all skill levels.

Utah has a rich tradition of film, music, and art that draws in and inspires people from around the world. While the internationally acclaimed Sundance Film Festival is based in Park City, many Sundance films are also screened in downtown Salt Lake City during the annual event. Two independent Salt Lake City theaters bring back many Sundance films throughout the year, along with many other documentaries and international films.

Ballet West, the Utah Symphony, Utah Opera, and the Utah Shakespeare Festival are just a few of the performing arts treasures of the state. Salt Lake City hosts multiple outdoor concert series every summer, as well as a multi-day arts festival and monthly gallery strolls. Professional, Broadway-caliber live theater is readily available at the Eccles Theater – an exciting new performing arts center in downtown Salt Lake – and at a number of the city's playhouses.

Salt Lake City's many concert venues host some of today's hottest names in music, as well as local talent bound to go big. Affordable performances by musicians in all genres guarantee something for everyone.

Utah is consistently praised for its remarkable local food scene, as well as its award-winning craft breweries and distilleries. Quaint coffee shops and inventive and locally sourced cuisine, impressive beer bars, creative restaurateurs, and thoughtful sommeliers have earned Salt Lake City a place in the hearts of foodies around the country. Much of the food is locally sourced at bustling farmers markets in the summer, featuring a variety of local produce, grains, protein, and crafts.

So, you can see why many call SLC their home where they love to live, work and play!





