Purdue University
Athletics Chief of Staff

About Purdue University

Purdue University is a public research university leading with excellence at scale. Ranked among top 10 public universities in the United States, Purdue discovers, disseminates and deploys knowledge with a quality and at a scale second to none. More than 106,000 students study at Purdue across multiple campuses, locations and modalities, including more than 57,000 at our main campus locations in West Lafayette and Indianapolis. Committed to affordability and accessibility, Purdue's main campus has frozen tuition 14 years in a row. See how Purdue never stops in the persistent pursuit of the next giant leap — including its integrated, comprehensive Indianapolis urban expansion; the Mitch Daniels School of Business; Purdue Computes; and the One Health initiative — at https://www.purdue.edu/president/strategic-initiatives.

About Purdue Athletics

Purdue Athletics provides opportunities for student-athletes to compete, grow, and succeed while representing Purdue University at the highest level. As a member of the Big Ten Conference, Purdue Athletics oversees 18 varsity sports programs and is committed to developing champions in competition, the classroom, and the community. Through its dedication to athletic excellence, student-athlete development, and Boilermaker tradition, Purdue Athletics brings together students, alumni, fans, and supporters to build pride and strengthen the Purdue community.

About the Position

The Chief of Staff plays a critical role in establishing and sustaining an effective operating cadence that aligns priorities, facilitates timely decision-making, strengthens accountability, and drives operational excellence at the direction of the Vice President & Director of Intercollegiate Athletics (VP & AD). This multifaceted role requires exceptional organizational skills, strategic thinking, sound judgment, and a proactive, solutions-oriented approach to leadership, communications, collaboration, and project management. Functioning as a member of both the executive and senior leadership groups, the Chief of Staff works closely with the VP & AD to translate strategic priorities into actionable plans, anticipate challenges, and ensure that decisions and initiatives are effectively communicated, coordinated, and advanced through execution.

The Chief of Staff will establish strong, collaborative relationships with coaches and staff, student-athlete leadership, and campus partners to drive progress on departmental priorities and foster accountability across the organization. This individual must demonstrate the initiative, critical thinking, and resourcefulness to navigate complex challenges, identify opportunities for improvement, and advance key initiatives with a strong sense of ownership and urgency. Additionally, the Chief of Staff may have administrative and sport oversight responsibilities, providing broad exposure to the strategic, operational, and administrative functions of a Big Ten athletics department.

Duties and Responsibilities:

- Establishes and sustains an effective operating cadence that aligns priorities, facilitates timely decision-making, strengthens accountability, and drives operational excellence at the direction of the VP & AD.
- Manages the key responsibilities, priorities, and events established by the senior and executive teams, ensuring effective coordination, communication, and follow-through.
- Drives initiatives and projects through to completion with staff, coaches, and campus partners, establishing clear timelines, identifying potential barriers, and ensuring timely execution of departmental priorities.
- Develops daily in-person briefings for the VP & AD, providing relevant information, strategic insights, and thoughtful recommendations to support informed decision-making.
- Organizes and prepares the VP & AD for both staff and board-level meetings. Participates in executive and senior leadership meetings.
- Creates comprehensive agendas with department dashboards, critical data points, project updates, and events.
- Organizes staff retreats, all-staff meetings, and coaches' meetings.

- Facilitates the development and implementation of the strategic plan for Athletics, monitoring progress and coordinating efforts to advance established objectives.
- Establishes collegial relationships with other senior athletics administrators to build collaboration and foster a cohesive, team-oriented leadership environment.
- Proactively anticipates organizational needs, identifies emerging challenges and opportunities, and develops actionable solutions to advance departmental priorities.
- Provides executive oversight of administrative units and sports within the athletics department (exact assignments to be determined).

Qualifications and Skills:

- Bachelor's degree required; business, marketing, finance, physical education, or liberal arts preferred.
- Minimum of eight years of experience in a private or public organization accountable for serving multiple constituencies required; experience in intercollegiate athletics or higher education strongly preferred.
- Prior collegiate student-athlete experience preferred.
- Demonstrated integrity, strategic vision, exceptional collaborative and leadership skills, and a strong commitment to higher education and student-athlete welfare.
- Strong understanding of the collegiate athletics landscape, including the operational, competitive, and regulatory complexities of a major intercollegiate athletics department.
- Exceptional organizational, project management, and time management skills, with the ability to manage competing priorities, maintain attention to detail, and drive complex initiatives from conception through successful completion.
- Strong critical thinking, analytical, and problem-solving skills, with the ability to anticipate challenges, exercise sound judgment, and develop thoughtful, actionable solutions.
- Demonstrated initiative, resourcefulness, and ability to operate independently, translating strategic priorities into measurable outcomes while maintaining accountability and follow-through.
- Ability to collaborate and form strategic partnerships with a diverse array of internal and external constituencies, fostering strong relationships and a cohesive, team-oriented environment.
- Excellent interpersonal, communication, listening, and negotiation skills, with the ability to engage stakeholders at all levels of a complex university organization while maintaining a high degree of confidentiality.
- A record of collaborative and ethical decision-making, strong work ethic, and ability to navigate sensitive matters in a fast-paced and competitive environment.
- Ability to serve as a spokesperson for the athletics program, promoting its philosophy and values.
- Strong commitment to the principles and bylaws of the NCAA, with the ability to analyze, interpret, communicate, and adhere to University, Big Ten Conference, and NCAA policies, procedures, rules, and regulations.

Application Process

Purdue University invites nominations and applications or expressions of interest to be submitted to the search firm assisting the University. Applications must include a cover letter, resume or curriculum vitae, and list of references. For full consideration, application materials should be submitted to Parker Executive Search's **website**. Confidential review of materials will begin immediately and continue until the appointment is made.
For additional information, please contact:

Daniel Parker, Vice President and Managing Director
DeLaina Sarden, Principal
Gray McGee, Associate
danielparker@parkersearch.com | dsarden@parkersearch.com | gmcgee@parkersearch.com
Parker Executive Search
770-804-1996 ext. 116 | 770-804-1996 ext. 119

Purdue is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities and veterans, are encouraged to apply.