



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Administrative Assistant to the Dean
LOCATION:	Office of the Vice President for Academic Affairs, Warwick May be required to travel to other campuses as needed.
REPORTS TO:	Dean of Arts, Humanities, and Social Sciences
GRADE:	CCRIPSA 7
WORK SCHEDULE:	Non-Standard; 35 hours per week
SUPERVISES:	May supervise other clerical and student help

CCRI Mission:

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY: To assist the Dean of Arts, Humanities, and Social Sciences with the management of academic departments including but not limited to Art; Criminal Justice & Legal Studies; English; Foreign Languages & Cultures; Human Services; Performance Arts; Psychology; and Social Sciences. Provide clerical support for a variety of committees upon which the Dean participates. To be fully responsible for providing effective clerical and office management for all day-to-day operations of the office of Academic Affairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- To be a welcoming, knowledgeable and efficient resource for callers and visitors to the Academic Affairs Office.
- Maintain electronic calendar for Dean including critical dates for activities of Arts, Humanities and Social Sciences, college meetings/events and outside meetings

Knight Campus

- Effectively manage the schedule of the dean to provide the most strategic and efficient use of their time, and to ensure they are appropriately briefed and in possession of confirmation/support materials for all appointments and occasions.
- Maintain office inventory and process all purchase orders; and arrange all travel and accommodations. Supply the dean with detailed confirmation for all travel and accommodations.
- Effectively manage the correspondence of the Dean of Arts, Humanities, and Social Sciences, ensuring prompt responses or follow through on requests for decision and action items. Research and draft written responses and review communications prepared by others for the Dean's signature. Review outgoing correspondence for procedural grammatical and factual accuracy. Draft letters of invitation, thanks, congratulations, acknowledgement, etc., for the dean's signature.
- Prepare and distribute agendas and pertinent materials for meetings held by the dean including Department Chair meetings, Committee meetings, as well as take, transcribe and distribute minutes/notes of the above, as required.
- Monitor the websites for the Dean of Arts, Humanities, and Social Sciences, for changes and report to Marketing; as well as catalog changes.
- Respond to and resolve routine and specific inquiries from students, department chairpersons, faculty, administrators, staff and the general public. Respond to routine and specific inquiries from external agencies, institutions.
- Maintain detailed and organized records of student/faculty grievances, faculty and administration appointments, salary changes, leaves, tenure and promotion.
- Maintain and ensure the confidentiality of records, meetings, and negotiations.
- Conduct short research projects requiring collection and reporting of data.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Some travel between campuses may be required.
- Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

- Various office equipment which may include computers, typewriters, telephones, calculators, copy and fax machines, etc.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Associate Degree in Secretarial and/or Computer Studies or related field required.
- At least three years of experience in a similar position required, preferably in an executive office environment.
- Professional-level oral and written communications skills required. Proficiency in Microsoft Office (Word and Excel) required. The ability to record and transcribe minutes of meetings as needed is required.

- Must be able to understand and maintain the confidentiality of all transactions and communications.
- The ability to respond to all constituents, both internal and external, via telephone or in person, in a polite, sensible and competent manner is an absolute necessity.
- The ability to provide exemplary customer service, maintain an office environment conducive to the varying needs of both internal and external constituents is required.
- Experience with Banner, ARGOS, Workflow, and other college databases preferred.
- Willingness to learn new software applications as required.
- Must be a self-starter, team player and have the ability to multi-task, work independently and demonstrate flexibility.

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ecanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>