



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE: Executive Assistant

REPORTS TO: Vice President of Workforce Partnerships

GRADE: BOE 8

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: Serve as executive assistant to the Vice President of Workforce Partnerships with responsibility for the following: managing the efficiency of the Office of the Vice President; managing the Vice President's schedule; organizing and managing the details of the office including a wide range of administrative support duties.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Effectively manage the Vice President's schedule to provide the most strategic and efficient use of his/her time, and to ensure he/she is appropriately briefed and in possession of confirmation/support materials for all appointments and occasions. Provide similar support to senior workforce administrators as directed.
- Maintain office inventory and process all purchase orders; and arrange all travel and accommodations. Arrange and supply the Vice President and senior administrators with detailed confirmation for all travel and accommodations and process relevant reimbursement forms. Oversee office procedures; filing systems and space planning.
- Effectively manage the Vice President's correspondence, ensuring prompt responses or follow through on requests for decision and action items.
- Effectively manage day-to-day activities such as responding to telephone inquiries, providing program information, directing inquiries to appropriate staff, maintaining permanent records, and serving as a liaison to other college offices.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

- Prepare and distribute agendas and pertinent materials for meetings and presentations.
- 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 and institutions.
- Maintain and ensure the confidentiality of records, meetings, and negotiations.
- Process purchase requisitions, have authorization for approvals and budget transfers on Financial Records System.
- Process teaching and non-teaching payroll authorization forms for non-credit and credit staff/faculty as directed.
- Process payroll for credit and non-credit faculty/staff as directed.
- Ensure persons meeting in the office are afforded hospitality and events are on schedule. Should delays or changes to time, location, or other pertinent details of events occur, ensure prompt notification of event participants.
- Provide open, timely and effective communication, keeping the Vice President abreast of salient matters.
- Conduct short research projects requiring collection and reporting of data (Word, Excel, Access and other requisite software systems).
- Support the Vice President and Executive Director of Workforce Operations in the coordination of Kids College, including:
 - Respond to telephone inquiries, provide program details, maintain records and act as liaison to other college departments.
 - Prepare and send Kids College acceptance letters and required authorization forms.
 - Assist with new topics for Kids College
 - Assist with Kids College budget, process purchase requisitions and payroll authorizations for instructors and counselors.
- May assist other senior workforce administrators with a range of administrative support duties as directed.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
- Other duties as required.

OTHER DUTIES AND RESPONSIBILITIES:

- Perform other duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

- Knowledge and use of personal computer and related software, SIS system, FRS system, Banner system, calculator, copy machine, telephone, fax machine.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

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

QUALIFICATIONS:

- High School degree required; Associate degree preferred.
- At least five years of experience as an Administrative or Staff Assistant in a highly visible administrative office utilizing organizational and interpersonal skills required.
- Excellent oral and written communication skills required.
- Proficiency in Microsoft Office (Word and Excel).
- Familiarity with programs of the Division preferred.
- Ability to work with a broad range of staff, faculty and administrators required.
- Must be a team player and have the ability to multi-task 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://www.ccri.edu/campuspolice/clery/report/>