



Office of Human Resources

POSITION DESCRIPTION

POSITION:	Executive Assistant
LOCATION:	Office of the Vice President for Academic Affairs, Warwick May be required to travel to other campuses as needed.
REPORTS TO:	Vice President for Academic Affairs
GRADE:	BOE 8
WORK SCHEDULE:	Non-Standard; 35 hours per week

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Effectively manage the Vice President's schedule to provide the most strategic and efficient use of the Vice President's time, and to ensure he/she is 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 Vice President with detailed confirmation for all travel and accommodations. 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. Research and draft written responses and review communications prepared by others for the Vice President's signature. Review outgoing correspondence for procedural grammatical and factual accuracy. Draft letters of invitation, thanks, congratulations, acknowledgement, etc., for the

Knight Campus

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Vice President's signature. Monitor the Vice President's secondary email vpaa@ccri.edu and forward concerns as necessary.

- Monitor the Professor Emeritus email. Coordinate Professor Emeritus procedures.
- Monitor the Academic Affairs budget cycle and provide support to the Vice President as required.
- Prepare and distribute agendas and pertinent materials for Deans' meetings, Department Chair meetings, Committee meetings, as well as take, transcribe and distribute minutes/notes of the above.
- Maintain the Academic Administrative Calendar. Assist with maintenance of the Academic Affairs website.
- Coordinate hiring processes for Academic Affairs positions by using a tracking system.
- Process materials and recommendations to be forwarded to the President, RI Office of Higher Education, RI Board of Education and/or other representatives of State agencies and institutions.
- 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.
- Ensure persons meeting in the office for the Vice President are afforded hospitality and schedule is kept punctual.
- Provide open, timely and effective communication, keeping the Vice President abreast of salient matters.
- May assist other Senior Academic Affairs Administrators with a range of administrative support duties as necessary.
- 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 AND RESPONSIBILITIES:

- Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

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

QUALIFICATIONS:

- Associate's degree required, Bachelor's degree preferred.
- At least five years of experience as assistant to a senior administrator in a large institution required, public sector and/or higher education preferred.
- Must have demonstrated excellent written and oral communications and organization skills, and be advanced in using Microsoft Word, Excel, PowerPoint, and Outlook. Banner experience preferred.
- Must be an independent worker and be able to participate as a member of a team, and possess strong problem solving abilities, diplomacy, and customer relations.

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>

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