



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

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| TITLE | Assistant to the President |
| POSITION NO. | 501035 |
| LOCATION | Warwick Campus |
| REPORTS TO | President |
| GRADE | BOE 13 |
| WORK SCHEDULE | N/A |
| SUPERVISES | Support Staff |
| LIMITATION (if applicable) | N/A |
| REVISION DATE | February 2017 |

JOB SUMMARY:

Serve as assistant to the President, with responsibility for the following: managing the Office of the President; managing the President's calendar; the logistics and planning of events such as events at the President's residence and campus-wide events; a wide range of administrative support duties.

DUTIES AND RESPONSIBILITIES:

- Effectively manage the President's schedule to provide the most strategic and efficient use of the President's time at meetings and events, and to ensure that he/she is appropriately briefed for all occasions. In addition to general calendar management, is responsible for the President's travel arrangements and itinerary.
- Effectively manage the President's correspondence, ensuring prompt responses or follow through on requests for decision and action. Research and draft written responses and, when appropriate, review communications prepared by others for the President's signature.
- Review outgoing office correspondence, speeches, etc., for procedural, grammatical and factual accuracy. Draft letters of invitation, thanks, congratulations, acknowledgment, etc., for the President's signature.
- Work closely with the Chief of Staff and Director of Marketing and Communications on the development of the President's speeches and other remarks. Maintain a current knowledge of the major initiatives of the college to inform this work.
- Serve as liaison and facilitator to the campus and external community to strategically assist others in the interpretation of College rules, policies and regulations, trouble shooting, referral to appropriate individual or department and ensure follow-up when necessary.
- Conduct regular meetings with office staff for purposes of facilitating coordination and communication. Serve as liaison to additional staff outside of the President's office.
- Conduct yearly job performance reviews for support staff in the President's Office.
- Serve as liaison to the staff of the Office of Higher Education and the Board of Governors.
- Coordinate all events sponsored by the Office of the President, including those functions at the President's residence.
- Prepare the agenda for and attend all President's Council and Executive/Director Report meetings; record and transcribe minutes of all such meetings. Assist with appropriate follow-up actions at the conclusion of these meetings. Research and provide background information on various issues as requested.
- Monitor, coordinate, and sign for expenditures from the President's Fund accounts.
- Provide open, timely and effective communication, keeping the President abreast of salient matters, and providing sound recommendations and information to support decision making as it relates to College policy.
- Assist in responding to problems and issues presented to the President by individuals and organizations from within and outside the College community.
- Coordinate all visits to the College made by dignitaries.
- Represent the President's Office on college committees as requested, including but not limited to the Commencement Committee, Opening Day Committee, All College Week Committees, Foundation/Alumni event committees, etc.
- Serve as a Disability Resource Mentor for faculty and staff as required
- Perform other duties as assigned

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers and printers; word processing and database management software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Associate's degree with at least 5 years of experience as assistant to a senior administrator of a large institution
- Executive office management experience and working knowledge of higher education.
- Substantial prior experience in an administrative support role
- Must have demonstrated written and oral communication skills, be proficient in using e-mail and enterprise management software (e.g., Microsoft Word, Excel, and Banner), and have previous experience in a position requiring problem solving, diplomacy and customer relations
- Must possess strong interpersonal skills and be able to organize and coordinate programs and events.
- Must be able to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others.

PREFERRED QUALIFICATIONS:

- Bachelor's degree

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.