



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Executive Assistant
<b>POSITION NO.</b>	502567
<b>LOCATION</b>	Warwick
<b>REPORTS TO</b>	Executive Director Labor & Employee Relations
<b>GRADE</b>	BOE 8
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	Supervise student help
<b>REVISION DATE</b>	June 2020

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**JOB SUMMARY:**

To assist the Office of the President including the Associate Vice President for Administration with the implementation and planning of day-to-day operations. To serve as the "point" person for planning activities and information. This position is responsible for providing extraordinary customer service to staff, faculty, the CCRI community and Board of Education. Provide administrative support for the staff of the Office of the President including the processing of general and confidential correspondence.

**DUTIES AND RESPONSIBILITIES**

- Lead specific planning initiatives involving a specific subject matter under the direction of the AVP for Administration and, Assistant to the President,
- -Resolve issues not requiring the immediate attention of the AVP for Administration and Assistant to the President. Keep all above apprised of related issues and concerns.
- Work with search committees led by senior administrators and serving as the prime point of contact for applicants and finalists for high-level job searches, including, but not limited to being the face of the college and making the key favorable first impression of the institution by efficiently scheduling interview arrangements and being responsive to the candidate's inquiries.
- Work on behalf of the AVP for Administration and Assistant to the President to communicate sensitive decisions and expectations in a diplomatic fashion to all constituents.
- Perform complex clerical tasks as necessary, including but not limited to generating correspondence and reports, maintaining confidential records and files, responding to telephone, email and mail inquiries, controlling appointments and visitors, making travel, conference/seminar arrangements and ordering department supplies for Office of the President
- Work directly with department chairpersons, faculty, students, administrators, and staff, as well as external agencies, institutions, board of education and the general public on projects and initiatives of importance to the college.
- Assist the President's Office in developing, implementing, and evaluating special projects. Create and maintain various databases, spreadsheets, and other computerized files.
- Maintain confidential files and ensure the confidentiality of all office transactions, files, and reports.
- Maintain, update and work with campus police regarding dedicated assigned parking detail for the Knight campus. Revise OneDrive master list as needed.
- Assist with the planning, scheduling, and conduct of often times large-scale college-wide activities, including, but not limited to, Opening Day, Commencement, President's Council activities, Executive Retreat, Board meetings and other college events.
- Make travel and conference/seminar arrangements for conferences and special functions.
- Maintain current awareness of features, modifications, and/or enhancements of software used in the office, division, and college.
- Schedule appointments and meetings. Including *WebEx Teams* meetings
- Manage multiple calendars for the President's Office, AVP for Administration and President's calendar in the absence of Assistant to the President.
- Serve as a liaison with all academic, administrative, and student services offices within the college.

- -Process, review and maintain schedule of invoices for payment for President's Office. Prepare requisitions via the college's financial information system according to college policies and procedures for the Office of the President
- Compose and proofread general correspondence.
- Responsible for ordering and maintaining master name badge list for employees and distribution of formal CCRI name badges for the College.
- Process, evaluate, execute and ensure memberships for the President's Office are maintained, including creating requisitions for renewal and tracking renewal dates.
- Maintain a docket of files, letter books, archives and other specific systems, including confidential material, required and generated within the President's Office
- Act as Executive Assistant to the President in the absence of the Assistant to the President. Attend meetings for the President, in absence of Assistant to the President, to record and transcribe minutes.
- Train, schedule and supervise student intern.
- Other related duties as assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

- Knowledge and use of personal computer and enterprise software systems; calculating equipment; copying equipment; telephone system and related office/business technical devices.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Associate's Degree in Business, Accounting, Management or related field required.
- At least 8-10 years of experience in a similar position required, preferably in an executive office environment.
- Strong interpersonal and communications skills are essential.
- 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, sensitive, and competent manner is an absolute necessity.
- Proficiency in the routine clerical aspects of an administrative office environment, including, but not limited to knowledge of word processing functions, photocopiers, and fax machines, with particular emphasis on the Microsoft suite of programs, as well as electronic calendar scheduling is required.
- The ability to provide exemplary customer service, maintaining an office environment conducive to the varying needs of both internal and external constituents is required.
- The ability to record and transcribe minutes of meetings as needed is required.

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree preferred.

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