



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Manager Executive Operations
POSITION NO.	504012
LOCATION	Warwick
REPORTS TO	Chief of Staff
GRADE	BOE 13
WORK SCHEDULE	Non-Standard: 35 hours per week,
REVISION DATE	December 2023

JOB SUMMARY:

Effectively provide support to and coordinate the work of the senior management team, ensuring accurate and timely follow-up. Effectively and efficiently undertake priority projects as assigned by the President or Associate Vice President for Administration and represent the President's Office at meetings as designated.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively with others in a diverse and inclusive environment

Executive Support

- Research, develop and implement strategic communications and messaging for the Office of the President; Work with the Office of Marketing & Communications to ensure consistency of communications.
- Develop and write speeches, remarks and related communications for the president.
- Manage a diverse range of constituencies and issues; undertake special writing projects; conduct research to support presidential initiatives and projects and prepare written materials for meetings, forums and presidential events; develop, manage and monitor content for the Office of the President's website and other social media sites.
- Represent the Office of the President on committees and external affairs groups as assigned.
- Collaborate with all divisions of the college to develop communications and messaging that promote its strategic mission, as well as the president's priorities.
- Conduct research to support presidential initiatives and projects and prepare written materials for meetings, forums and presidential events;
- Develop, manage and monitor content for the Office of the President's website and other social media sites.
- Assist in taking appropriate follow-up action at the conclusion of these meetings.

Project Management

- Manage projects assigned by the President and Chief of Staff;
- Work collaboratively with all stakeholders external and internal
- Manage the planning, organizing and executing of programs and special events as assigned.

Interpersonal Skills

- Provide open, timely and effective communication about matters of importance to the President the college: Research and provide background information and recommendations to support decision-making on College policy issues.
- Build and maintain strong, effective working relationships in all areas of the college.
- Perform other duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

All modern office equipment and software, including but not limited to Microsoft Office, PowerPoint, Excel and Word.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree
- Demonstrated experience providing effective project management for a high-level executive.
- Demonstrated experience effectively managing, organizing and coordinating projects, programs and events.
- Demonstrated strong written and oral communication skills
- Demonstrated expertise in developing cogent, effective presentation materials including the effective use of data.
- Demonstrated experience in a position requiring diplomacy, strong customer relations, and problem-solving skills; a demonstrated ability to work with a diverse population.
- Demonstrated commitment to the mission of the Community College of Rhode Island.

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