



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Executive Assistant
<b>POSITION NO.</b>	501513
<b>LOCATION</b>	Warwick
<b>REPORTS TO</b>	Vice President of Student Affairs & Chief Outcomes Officer
<b>GRADE</b>	BOE 8
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	May supervise full and part-time staff
<b>REVISION DATE</b>	November 2022

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**JOB SUMMARY:**

Serve as the primary executive assistant to the Vice President for Student Affairs with responsibility for the following: managing the administrative efficiency of the Office of the Vice President for Student Affairs; managing the Vice President's, Associate Vice President's and Dean's schedules (as necessary, the Dean of Students, Dean of Student Engagement, Dean of Enrollment Management, Dean of Advising/Counseling, Dean of Financial Assistance and Scholarships, Dean of Opportunity/Outreach (or equivalent)); organizing and managing the details of the office and staff including a wide range of administrative support duties that include travel arrangements and expense reimbursements, P-Card reconciliation, purchasing and accounts payable, payroll, new positions search coordination, and onboarding new staff with technology, permissions, and other equipment.

**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

**Administrative:**

- Effectively manage the Vice President's and Associate Vice President's schedules to provide the most strategic and efficient use of time, and to ensure he/she is appropriately briefed and in possession of confirmation/support materials for all appointments and occasions
- Support the calendar and schedule management for Deans (as necessary, the Dean of Students, Dean of Student Engagement, Dean of Enrollment Management, Dean of Advising/Counseling, Dean of Financial Assistance and Scholarships, Dean of Opportunity/Outreach, (or equivalent)
- Arrange travel and accommodations and supply with detailed confirmations
- Effectively manage the Vice President's and Associate Vice President's correspondence. Research and draft written responses and review communications prepared by others for their signature. Review outgoing correspondence for procedural grammatical and factual accuracy. Draft letters of invitation, thanks, congratulations, acknowledgement, etc., for signature. Monitor secondary email including student affairs@ccri.edu and forward concerns as necessary
- Completing expense reimbursements, P-Card reconciliation, purchasing and accounts payable and payroll
- Supporting new position searches with documentation and coordination as well as onboarding new staff with technology, permissions, and other equipment

**Division Operations:**

- Manage the Student Affairs website
- Manage the front desk of the Office of Vice President for Student Affairs
- Oversee office procedures and filing systems
- Maintain detailed and organized records and prepare requested material. Ensure the confidentiality of records and meetings

**Communications:**

- Respond to and resolve routine and ad-hoc inquiries from students, faculty, administrators, staff and the general public. Respond to routine and ad-hoc inquiries from external agencies and institutions
- 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
- Prepare and distribute agendas and pertinent material for divisional meetings, as well as take, transcribe and distribute minutes/notes of said meetings
- Coordinate, create and distribute reports by the Office of Student Affairs

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computer hardware and software, as well as peripherals.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Associate's degree

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree
- Experience as assistant to a senior administrator in a large organization required, public sector and/or higher education
- Detail oriented, excellent written and oral communication and organization skills, and be advanced in using Microsoft Word, Excel, PowerPoint (or similar such as beautiful.ai), and Outlook
- 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

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