



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

| | |
|----------------------|--|
| TITLE | Executive Assistant |
| POSITION NO. | 501735 |
| LOCATION | Lincoln |
| REPORTS TO | Associate VP Institutional Advancement and College Relations |
| GRADE | BOE 8 |
| WORK SCHEDULE | Nonstandard, 35 hours per week |
| SUPERVISION | |
| REVISION DATE | December 2021 |

JOB SUMMARY:

Serve as executive assistant to the Associate Vice President of Institutional Advancement and College Relations with responsibility for the following: managing the efficiency of the Office of Institutional Advancement and the CCRI Foundation; managing the AVP's schedule; organizing and managing the details of the office including a wide range of administrative support duties.

DUTIES AND RESPONSIBILITIES:

Passion for Mission / Inclusive:

- Work collaboratively in a diverse, inclusive, and student-centered environment, with students of various learning styles, cultures, identities, and life experiences.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.

Attention to Detail / Technical Ability:

- Effectively manage the Associate Vice President's schedule to provide the most strategic and efficient use of their time, and to ensure they are appropriately briefed and in possession of confirmation/support materials for all appointments and occasions. Provide similar support to other team members as directed.
- Maintain office inventory and process all purchase orders and arrange all travel and accommodations. Arrange and supply the Associate Vice President and senior administrators with detailed confirmation for all travel and accommodations and process relevant reimbursement forms. Oversee office procedures; filing systems and space planning.
- Effectively manage the AVP's correspondence, ensuring prompt responses or follow through on requests for decision and action items.
- Prepare and distribute agendas and pertinent materials for meetings and presentations.
- Process purchase requisitions have authorization for approvals and budget transfers on Financial Records System.
- Process funding, grants, and payroll authorization forms for staff/faculty as directed.

Communication / Customer Service:

- Effectively manage day-to-day activities such as responding to telephone inquiries, providing program information, directing inquiries to appropriate staff, maintaining permanent records, and serving as a liaison to other college offices.
- 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 and institutions – mainly from the AVP's campus.
- Ensure persons meeting in the office are afforded hospitality and events are on schedule. Should delays or changes to time, location, or other pertinent details of events occur, ensure prompt notification of event participants.
- Provide open, timely, and effective communication, keeping the Associate Vice President abreast of salient matters.

Independent Researcher / Judgement / Fundraising Acumen:

- Maintain and ensure the confidentiality of records, meetings, and negotiations.
- Conduct short research projects requiring collection and reporting of data (Word, Excel, Access, and other requisite software systems).
- Support the Associate Vice President with coordination of the Foundation including:
- Respond to telephone inquiries, provide division details, maintain records and act as liaison to other college departments.
- Prepare and send donor acknowledgment letters and required compliance forms.
- Assist with new topics for CCRI Foundation
- Assist with CCRI Foundation budget, process purchase requisitions, and payroll authorizations for team and Trustees.
- May assist other Advancement administrators with a range of administrative support duties as directed.
- Other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- High School degree, required.
- Excellent oral and written communication skills required.
- Proficiency in Microsoft Office (Word and Excel).

PREFERRED QUALIFICATIONS:

- Associate degree.
- Familiarity with programs of the Division.
- Team player with the ability to multi-task and demonstrate flexibility.
- Ability to work with a broad range of staff, faculty, and administrators

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