



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Executive Assistant
<b>POSITION NO.</b>	502355
<b>LOCATION</b>	Warwick Campus
<b>REPORTS TO</b>	Vice President Workforce Partnerships
<b>GRADE/CBA #</b>	BOE 8
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	May supervise other clerical and student help
<b>LIMITATION (if applicable)</b>	
<b>REVISION DATE</b>	July 2023

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**JOB SUMMARY:**

Serve as executive assistant to the Vice President of Workforce Partnerships with responsibility for the following:

- Managing the efficiency of the Office of the Vice President
- Managing the Vice President's schedule
- Organizing and managing the details of the office including a wide range of administrative support duties

**DUTIES AND RESPONSIBILITIES:**

- **Attention to Detail / Technical Ability:**
  - Effectively manage the Vice President's schedule to provide the most strategic and efficient use of his/her time, and to ensure he/she is appropriately briefed and in possession of confirmation/support materials for all appointments and occasions. Provide similar support to senior workforce administrators as directed.
  - Maintain office inventory and process all purchase orders; and arrange all travel and accommodations. Arrange and supply the Vice President and senior administrators with detailed confirmation for all travel and accommodations and process relevant reimbursement forms.
  - Oversee office procedures and filing systems for the Vice President.
  - Effectively manage the Vice President'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 teaching and non-teaching workflows, new hire forms, and payroll for non-credit staff/faculty as directed.
- **Communication / Customer Service:**
  - Effectively manage day-to-day activities such as responding to telephone and email 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.
  - Ensure persons meeting in the office are afforded hospitality and events are on schedule. Should delays or changes in time, location, or other pertinent details of events occur, ensure prompt notification of event participants.
  - Provide open, timely and effective communication, keeping the Vice President abreast of salient matters.
- **Independent Researcher / Situational Judgement:**
  - Maintain and ensure the confidentiality of records, meetings, and negotiations.
  - Conduct short research projects requiring collection and reporting of data (Word, Excel, PowerPoint, and other requisite software systems such as Labor Market Information (LMI) tools and presentation software).

- **Commitment to Mission / Teamwork and Collaboration:**
  - Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
  - Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
  - May assist other workforce administrators with a range of administrative support duties as directed.

**LICENSES, TOOLS, AND EQUIPMENT:**

Knowledge and use of personal computer and related software, SIS system, FRS system, calculator, copy machine, telephone, and fax machine.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

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

**PREFERRED QUALIFICATIONS:**

- Associate's Degree

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