CCRi

COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Executive Assistant
POSITION NO.	502913
LOCATION	Warwick
REPORTS TO	Chief Information Officer
GRADE	BOE 8
WORK SCHEDULE	Non-Standard: 35 hours per week
LIMITATION (if applicable)	
REVISION DATE	09/2023

JOB SUMMARY:

To provide proactive and highly confidential administrative support to the Office of the Chief Information Officer (CIO) and the Information Technology department, facilitating strategic projects and initiatives with minimal supervision.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.

Communication and Collaboration:
- Serve as the primary point of contact for the Office of the CIO and department leadership, ensuring professional and timely responses to faculty, staff, students, and outside parties.
- Collaboratively participate in information exchanges with representatives of other college departments to promote IT initiatives and activities.
- Through clear and effective communication, assist the CIO with disseminating information to the IT department and organization as directed.
- Assist in the efficiently managing of department resources including work scheduling, budget, supplies, and human resources.
- Assist with the search process and coordinate on-boarding of new employees.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Become familiar with all appropriate state and college policies related to activities conducted within IT, to include but not limited to: state and college purchasing, travel and personnel.
- Coordinate and assist staff with procedural and documentation for business training and travel, and other related activities.
- Other related duties as assigned

Technical Knowledge:
- Develop and maintain an operational understanding of the functionality of the Banner system, and proficiency in the purchasing function of Banner.

Project Support/ Administration:
- Develop system to maintain copies of all software and hardware maintenance agreements, and monitor, track and provide renewal oversight and management.
- Serve as liaison representing CIO between Deans, Directors and other departments to gather information to appropriately respond to student issues/concerns reaching the CIO.
- Assist CIO in maintaining IT Budget and provide budget related reports and documents to CIO, the IT leadership team, and others within IT as needed.
- 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 inquires, controlling

appointments and visitors, making travel, conference/seminar arrangements and ordering department supplies for Office of the CIO

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:
- Associate's degree or equivalent experience.
- Extensive experience with Microsoft Office applications, including Excel, PowerPoint, Word and Outlook
- Excellent analytical, organizational and communication skills
- Strong interpersonal skills and the ability to work effectively and in a collegial manner with students, faculty, administrators, and colleagues and outside parties
- Demonstrates a positive, proactive approach to work
- Ability to maintain high level of confidentiality
- Ability to work independently on multiple assignments and to work collaboratively within a team
- Ability to maintain a professional demeanor while interacting with a wide variety of colleagues and constituents.
- Must be detail oriented and self-starting with the ability to make sound judgments in a variety of situations.
- Excellent ability to problem-solve within large institutions/systems.
- Clear desire to serve students and deliver on the mission of the Community College of Rhode Island.

PREFERRED QUALIFICATIONS:
- Knowledge of higher education principles, practices, and procedures preferred.
- Knowledge of higher education law, including FERPA, Clery Act and Title IX preferred

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