



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 5/25/2017
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: Yes

Title: Executive Assistant II to the Office of the Vice President for Student Success
Status: Full-time, 35 Hours/Week
Grade: 8
Union Affiliation: NUNC (non-union/non-classified)
Reports To: Vice President for Student Success

PRIMARY PURPOSE:

Provide executive administrative support to the Vice President for Student Success and the Student Success Leadership team consisting of the Associate Vice President for Student Services, Assistant Vice President /Dean of Students and the Dean of Enrollment Management by performing organizational, operational, and office management activities, maintaining the confidentiality and policy-level focus of the office, and conducting all affairs of the office with a high level of professionalism, accuracy, precision, quality and efficiency. Work independently receiving a minimum of detailed supervision and guidance. Interact with the members of the college community and various other members of the public. Assist Rhode Island College students and their families in understanding college policies and procedures and resolving their issues.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions

- Manage the Vice President's time commitments (meeting, appointments, speaking engagement, travel, etc.) in accordance with priorities set by the Vice President and the Student Success leadership Team consisting of the Associate Vice President for Student Services, Assistant Vice President /Dean of Students and Dean of Enrollment Management.
- Assist the Vice President by obtaining or providing background materials for meetings and appointments.
- Arrange, schedule, and conduct special events, such as meetings, divisional professional development and training programs, conferences, and social events.
- Effectively manage the Vice President's correspondence, ensuring prompt responses and/or follow through on requests for decision and action.
- Oversee related clerical tasks such as filing, copying, managing office budget, maintaining office supplies inventory, and managing operating office equipment.
- Screen and interpret telephone calls and other contacts; receive visitors; and make referrals to authoritative information on policies and operations.

- Develop and maintain information office resources regarding employee and budget records and ensure their confidentiality.
- Prepare requisitions, receiving reports, special monthly payroll and related materials for the acquisition and payment of goods and services.
- Organize and maintain all files of a highly confidential nature, such as personnel actions, contracts, and legal documents.
- Assist students and their families in resolving medical, financial, personal, and academic issues by providing accurate and timely information on college policies, procedures, and services.
- Recruit, supervise, and evaluate student employees.
- Track the flow of documents and forms through the office for approvals as needed.
- Proofread all documents and make or recommend appropriate changes or corrections in grammar, punctuation, and usage.
- Select or compose letters and emails for transmission to correspondents.
- Perform related clerical tasks such as filing, copying, managing office budget, maintaining office supplies inventory, and managing operating office equipment, initiate requests for goods, services, or information.
- Assess clerical workload; plan workflow; assign and monitor clerical task performance in order to manage clerical work in the office.

Occasional Job Functions: Perform other duties and responsibilities as assigned by the Vice President for Student Success.

REQUIRED QUALIFICATION STANDARDS:

Education: High school diploma.

Experience: At least five years of experience in a high-pace and complex administrative support position. High Degree of competency in Microsoft Office.

Skills, Knowledge, and Abilities:

- Highly advanced organizational skills including the ability to plan and execute complex meetings/conferences, plan and prioritize assignments, and meeting deadlines.

- Excellent administrative skills, including evidence of thorough knowledge of related methods, practices, procedures, ability to maintain confidentiality, understanding of complex oral and written directions, and excellent organizational skills.
- High degree of competency in the use of office technology, software such as Microsoft Office Suite, and relevant technical skills.
- Excellent oral and written communication skills including ability to compose routine correspondence in a clear, concise format, articulate clearly and effectively, and interpret and explain routine policies and procedures to others.
- Effective interpersonal skills including ability to exhibit professional demeanor and tact in interactions with a diverse population.
- Ability to remain calm under pressure and maintain a sense of humor.
- Ability to convey a positive and professional image worthy of the Office of the Vice President for Student Success
- Ability to adapt to changing priorities, protocols, and systems.
- Ability to teach and supervise student employees.

Preferred:

- College degree.
- PeopleSoft training and/or experience.

ENVIRONMENTAL CONDITIONS: The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.