



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 9/14/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Executive Assistant to the Vice President of College Advancement
Status: Full-time, 35 Hours/Week
Grade: 6
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: Vice President for College Advancement

PRIMARY PURPOSE:

Provide executive administrative support to the Vice President for College Advancement 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.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Manage the Vice President's calendar (meeting, appointments, speaking engagement, travel, etc.) in accordance with priorities set by the Vice President.
- Assist the Vice President by obtaining or providing background materials for meetings and appointments.
- Arrange, schedule and conduct special events, such as meetings, conferences and social events.
- Effectively manage the Vice President's correspondence, ensuring prompt responses and/or follow through on requests for decision and action.
- Compose routine correspondence for the Vice President's approval; draft letters of invitation, thanks, congratulations, acknowledgement, etc. for the Vice President's signature and review communications prepared by others for the Vice President's signature.
- Type and proofread all documents and make or recommend appropriate changes or corrections in grammar, punctuation, and usage.
- 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 office files and budget records and ensure their confidentiality.
- Recruit, supervise, and evaluate student employees.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Vice President for College Advancement.

REQUIRED QUALIFICATION STANDARDS:

Education:

High school diploma.

Experience:

At least three years of experience in a high-paced and complex administrative support position.

Skills, Knowledge, and Abilities:

- Excellent administrative and organizational skills including evidence of thorough knowledge of related methods, practices, procedures and terms, 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 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 teach and supervise student employees.
- Ability to remain calm under pressure.

PREFERRED:

- College degree from an accredited institution.
- 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 which 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.