



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

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| <b>TITLE</b>         | Executive Assistant  |
| <b>POSITION NO.</b>  | 501735   |
| <b>LOCATION</b>      | Lincoln  |
| <b>REPORTS TO</b>    | Associate VP Institutional Equity, HR & Organizational Development |
| <b>GRADE</b>         | BOE 8  |
| <b>WORK SCHEDULE</b> | Nonstandard, 35 hours per week                                     |
| <b>SUPERVISION</b>   |  |
| <b>REVISION DATE</b> | December 2021  |

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**JOB SUMMARY:**

To assist the Director of Administration with the day-to-day operation of the office. To serve as the “point” person for campus activities and information. This position is responsible for providing extraordinary customer service to students, staff, clients, and visitors. To assist the Chief Information Officer with purchasing-related activities and other clerical duties as assigned

**DUTIES AND RESPONSIBILITIES:**

**Department of Administration:**

- To assist the Director of Administration with the day-to-day operation of the office.
- Resolve facilities and security issues not requiring the immediate attention of the Director; keep the Director apprised of related issues and concerns.
- Perform routine and complex clerical tasks as necessary including but not limited to generating correspondence and reports, maintain confidential records and files, responding to telephone and mail inquiries, controlling appointments and visitors, ordering department supplies, and making travel arrangements.
- Represent the college for insurance claims regarding on-campus injuries which are not Worker’s Compensable by facilitating the interaction between the college, attorneys, injured parties, and the Office of Higher Education.
- Provide certificates of liability insurance to individual programs and departments as required (i.e. all health program clinical sites semester as well as special events sponsored by the Foundation and Alumni, vendors, renters of CCRI facilities).

**Campus/Site Responsibilities:**

- Respond to routine and specific inquiries from department chairpersons, faculty, students, administrators and staff, as well as from external agencies, institutions and the general public. Disseminate pertinent information to and from the campus community.
- Resolve faculty and student issues and complaints when possible or refer to the appropriate administrator.
- Using the Resource 25 scheduling systems, schedule the use of non-instructional facilities for all campuses to include special events, conferences, student activities, etc.
- Maintain facility use schedule for all campuses; prepare weekly facility use report (to include all college-related activities as well as activities sponsored by agencies, associations, and community groups external to CCRI which are booked through the Facilities Coordinator) used by the Maintenance, Security, Technology, and Food Services areas in order to coordinate campus services for all activities. Follow up on coordination of services as needed.
- Coordinate “Greeters” at the Flanagan Campus for the Office of Enrollment Services during the first two weeks of each semester to support the smooth transition of new and continuing students as they arrive at CCRI; resolve student issues as they arise.
- Serve as CCRI’s Wellness Champion for the “Get Fit Rhode Island” initiative; attend monthly meetings at Department of Administration; coordinate campus health fairs; provide access to information and services related to wellness incentives for Classified Union. Plan

and run the college's Wellness Fair.

- Coordinate efforts of CCRI's Green Team. Efforts include coordinating "green" initiatives and events that raise awareness and provide access to information that will benefit the college community both environmentally and financially.
- Serve on several committees as requested by the President's Office, including but not limited to Commencement, Foundation/Alumni events, and the CCRI Golf Tournament.
- Schedule and provide campus tours to visitors as directed or upon request.
- Work collaboratively with all College departments.

Other related duties as assigned.

**Information Technology Department:**

- Receive, dispatch or respond to all business-related calls for Information Technology Department.
- Coordinate the purchasing process including entering requisitions, communicating requirements with the Purchasing Office, tracking purchase orders and shipments, managing receipt of goods and services.
- Track the use of and purchase computer supplies for labs and classrooms across all campuses.

**LICENSES, TOOLS, AND EQUIPMENT:**

- Knowledge and use of personal computer and enterprise software systems; calculating equipment; copying equipment; telephone system.
- Experience using Resource 25 scheduling system.
- Experience using SunGard SCT Banner System.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Intermediate to advanced experience using Microsoft Office required.
- At least 3 years of experience as a staff assistant in a highly visible administrative office, preferably at an academic institution, utilizing organizational and interpersonal skills required.
- Experience using Banner Finance Module for purchasing and Resource 25 preferred.
- Strong interpersonal and communications skills essential.

**PREFERRED QUALIFICATIONS:**

- Associate's degree in Business, Accounting, Management or related field preferred.

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