



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Executive Assistant
<b>POSITION NO.</b>	501011
<b>LOCATION</b>	Knight
<b>REPORTS TO</b>	Vice President Academic Affairs
<b>GRADE</b>	BOE 8
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>LIMITATION (if applicable)</b>	
<b>REVISION DATE</b>	11/2022

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**JOB SUMMARY:**

Serve as executive assistant to the Vice President with responsibility for the following: managing the efficiency of the Office of the Vice President; managing Vice President's schedule; organizing and managing the details of the office including a wide range of administrative support duties.

**DUTIES AND RESPONSIBILITIES:**

**Commitment to CCRI's Mission:**

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.

**Administrative:**

- Effectively manage the Vice President's schedule to provide the most strategic and efficient use of the Vice President's time, and to ensure he/she is appropriately briefed and in possession of confirmation/support materials for all appointments and occasions
- Arrange all travel and accommodations and supply the Vice President with detailed confirmations
- Effectively manage the Vice President's correspondence. Research and draft written responses and review communications prepared by others for the Vice President's signature. Review outgoing correspondence for procedural grammatical and factual accuracy. Draft letters of invitation, thanks, congratulations, acknowledgment, etc., for the Vice President's signature. Monitor the Vice President's secondary email vpaa@ccri.edu and forward concerns as necessary.

**Division Operations:**

- Manage the Academic Affairs website.
- Oversee office procedures and filing systems, including all academic files.
- Maintain detailed and organized records of student/faculty grievances. Prepare requested material from NECHE. Ensure the confidentiality of records, meetings, and negotiations.
- Manage Academic Affairs assignments, including divisional and faculty initiatives, promotion and tenure processes, and the Administrative Calendar

**Communications:**

- Respond to and resolve routine and ad hoc inquiries from students, department chairpersons, faculty, administrators, staff, and the general public. Respond to routine and ad hoc inquiries from external agencies and institutions.
- Process materials and recommendations to be forwarded to the President, RI Office of Higher Education, RI Board of Education, and/or other representatives of State agencies and institutions.
- Prepare and distribute agendas and pertinent material for divisional meetings, as well as take, transcribe and distribute minutes/notes of said meetings.
- Coordinate, create, and distribute reports by the Office of Academic Affairs

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Associate's Degree required.
- At least five years of experience as an assistant to a senior administrator in a large institution is required.

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree.
- Detail-oriented, excellent written and oral communication and organization skills, and be advanced in using Microsoft Word, Excel, PowerPoint, and Outlook.
- Banner experience preferred.
- Must be an independent worker and be able to participate as a member of a team, and possess strong problem-solving abilities, diplomacy, and customer relations.

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