



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Executive Assistant
<b>POSITION NO.</b>	501356
<b>LOCATION</b>	Warwick
<b>REPORTS TO</b>	General Counsel
<b>GRADE</b>	BOE 8
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	May supervise student help and act on behalf of the Vice President as directed
<b>REVISION DATE</b>	January 2014

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**JOB SUMMARY:**

To assist the Vice President with the day-to-day operation of the office. To serve as the “point” person for planning activities and information. This position is responsible for providing extraordinary customer service to staff, faculty and the CCRI community. To assist the President and senior staff with other activities related to collection, identification, editing and presenting planning documents in a professional manner. Provide administrative support for the staff of the Office of the General Counsel, including the processing of legal documents, i.e., general and confidential correspondence and reports, legal briefs, memoranda of agreement, letters of understanding, stipulations, pleadings and other court documents.

**DUTIES AND RESPONSIBILITIES:**

- Coordinate the duties of the Vice President’s office.
- Identify all existing written plans created for CCRI (budgets, master plan, strategic plan, those related to NEASC and operational plans.
- Review all existing documentation and ensure that they are coordinated, are relevant and have the appropriate level of detail.
- Ensure that planning moves from a high strategic level down to an operational level so that all members of the CCRI community understand how the planning impacts them and they know what is expected to move the plan forward.
- Prepare and deliver quarterly reviews to the CCRI community to demonstrate meaningful progress on planning and meaningful value to the staff, faculty, students and taxpayers.
- Lead specific planning initiatives involving a specific subject matter under the direction of the Vice President (e.g., college-wide reporting initiative).
- Develop and maintain filing system for the expedient retrieval of files.
- Maintain confidential files and records, including those involving litigation.
- Maintain a legal reference library—including, bound volumes of RI General Laws; weekly, monthly and annual supplemental updates; and a CD-ROM library.
- Perform legal research.

**ANCILLARY DUTIES:**

- Resolve business affairs issues not requiring the immediate attention of the Vice President; keep the Vice President 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 inquires, controlling appointments and visitors, ordering department supplies, and making travel arrangements.
- 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.
- Work collaboratively with all College departments.
- Other related duties as assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

- Knowledge and use of personal computer and enterprise software systems; calculating equipment; copying equipment; telephone system.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Associate's degree in Business, Accounting, Management or related field required.
- Intermediate to advanced experience using Microsoft Office required.
- At least three years of experience as a staff assistant in a highly visible administrative office, preferably at an academic institution, utilizing organizational and interpersonal skills required.
- Strong interpersonal and communications skills essential.

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree preferred.
- Experience using Banner preferred.
- Administrative support experience for a high-level leadership position preferred.

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