



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Executive Assistant
POSITION NO.	502567
LOCATION	Warwick
REPORTS TO	Executive Director Employee and Labor Relations
GRADE	BOE 8
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISES:	Supervise student help
REVISION DATE	August 2024

JOB SUMMARY:

To assist the Human Resources including the Associate Vice President for Human Resources and Institutional Equity with the implementation and day to day office activities. To serve as the "point" person for front office operations, coverage and customer assistance. This position is responsible for providing extraordinary customer service to staff, faculty, and the CCRI community. Provide administrative support for the department including the processing of general and confidential correspondence

DUTIES AND RESPONSIBILITIES

- Resolve operational office issues not requiring the immediate attention of the Management team. Keep all above apprised of related issues and concerns.
- May assist with search committees led by senior administrators and serving as the prime point of contact for applicants and finalists for job searches, including, but not limited to being the face of the college and making the key favorable first impression of the institution by efficiently scheduling interview arrangements and being responsive to the candidate's inquiries.
- Work on behalf of the HR Management team to communicate sensitive decisions and expectations in a diplomatic fashion to all constituents.
- Perform complex clerical tasks as necessary, including but not limited to generating correspondence and reports, maintaining confidential records and files, responding to telephone, email and mail inquiries, controlling appointments and visitors, making travel, conference/seminar arrangements and ordering department supplies for Office.
- Work directly with department chairpersons, faculty, students, administrators, and staff, as well as external agencies, institutions, board of education and the general public on projects and initiatives of importance to the college.
- Maintain confidential files and ensure the confidentiality of all office transactions, files, and reports.
- Maintain and update HR website as directed by HR management team.
- Assist with the planning, scheduling, and conduct of often times large-scale college- wide activities, including, but not limited to, Job Fairs; Professional Development Day; Equity Summit; DEI related programs and activities
- Maintain current awareness of features, modifications, and/or enhancements of software used in the office, division, and college.
- Schedule appointments and meetings. Including *WebEx Teams* meetings.
- Manage multiple calendars for the Office, of Human Resources and Institutional Equity.
- May serve as a liaison with all academic, administrative, and student services offices within the college.
- Process, review and maintain schedule of invoices for payment for Office. Prepare requisitions via the college's financial information system according to college policies and procedures.
- Compose and proofread general correspondence.
- Responsible for ordering and maintaining master name badge list for employees and distribution of formal CCRI name badges for the College.
- Process, evaluate, execute and ensure memberships for the Office of Human Resources are maintained, including creating requisitions for renewal and tracking renewal dates.
- Maintain a docket of files, letter books, archives and other specific systems, including confidential material,

required and generated within the office.

- Train, schedule and supervise student intern.
- 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 and related office/business technical devices.

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.
- At least 8-10 years of experience in a similar position required, preferably in an executive office environment.
- Strong interpersonal and communications skills are essential.
- Must be able to understand and maintain the confidentiality of all transactions and communications.
- The ability to respond to all constituents, both internal and external, via telephone or in person, in a polite, sensitive, and competent manner is an absolute necessity.
- Proficiency in the routine clerical aspects of an administrative office environment, including, but not limited to knowledge of word processing functions, photocopiers, and fax machines, with particular emphasis on the Microsoft suite of programs, as well as electronic calendar scheduling is required.
- The ability to provide exemplary customer service, maintaining an office environment conducive to the varying needs of both internal and external constituents is required.
- The ability to record and transcribe minutes of meetings as needed is required.

PREFERRED QUALIFICATIONS:

- Bachelor's degree preferred.

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