



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 9/8/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: Yes

Title: Assistant to the President
Status: Full-time - 35 hours per week
Grade: 13
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: President

PRIMARY PURPOSE:

Carry out objectives established by the president. Provide the president with concise updates at the end of each day on the status of assignments. Understand goals, objectives, and strategies related to assignments and assist the president in their successful implementation. Provide executive-level administrative support to the president by performing organizational and office management responsibilities requiring a strong working knowledge of the functions of the college, a high degree of technical and office management skills, professionalism, confidentiality, and efficiency while maintaining the policy-level focus of the office.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Effectively manage the president's schedule to provide the most strategic and efficient use of the president's time at meetings and events, and to ensure that the president is appropriately briefed for all occasions on a timely basis. In addition to general calendar management, is responsible for the president's travel arrangements and itinerary.
- Prepare travel reports and requests for reimbursement, ensuring that all figures are accurate.
- Effectively manage the president's correspondence. Research and draft written responses and, when appropriate, review communications prepared by others for the president's signature.
- Review outgoing office correspondence, speeches, etc., for procedural, grammatical, and factual accuracy and revise as directed by the president. Draft original or adapted letters for the president's signature.
- Serve as liaison to the staff of the Office of Postsecondary Education and Council as well as various government offices.
- Attend all President's Cabinet meetings and assist with appropriate follow-up actions at the conclusion of these meetings. Research and provide background information on various issues as requested.
- Effective management of the office workflow including hiring, training, and supervising student employees.
- Monitor and coordinate selected expenditures from the President's department funds.
- Maintain and administer the president's annual administrative calendar, which identifies all recurring deadlines requiring presidential action.
- Responsible for maintaining confidentiality and security of confidential material.

- Provide open, timely, and effective communication, keeping the president abreast of salient matters and providing sound information to support decision making as it relates to college policy.
- Assist in responding to issues presented to the president by individuals and organizations from within and outside the college community. Also serve as liaison and facilitator to the campus and community in terms of trouble shooting various issues and providing referral to the appropriate individual or department and subsequent follow-up when necessary.
- Work with college special events coordinator regarding all visits to the college made by dignitaries.
- Represent or attend on behalf of the President's Office, college committees as requested, including the Convocation Committee.
- Conduct research, compile statistical data, and compose reports pertaining to the planning needs, projects, and meetings of the president.
- Analyze and resolve routine, daily matters as they come into the president's office.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the President.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree.

Experience:

Minimum of 5 years' relevant experience.

Skills, Knowledge, and Abilities:

The Office of the President of Rhode Island College is a high-pressure professional environment characterized by multiple deadlines and constrained resources. The president's team works cohesively to assist the president in all aspects of governance and administration by helping to maximize the president's time and by extending the president's reach with both internal and external constituencies.

The assistant to the president meets these objectives by possessing the following abilities, characteristics, and experience:

- Highly advanced organizational skills
- Demonstrated facility for multi-tasking; flexibility in shifting direction as new work priorities arise.
- A demonstrated proficiency in effective time management and the ability to meet deadlines; the ability to keep other work group members on track.
- Exceptional interpersonal skills.
- Exceptional editing ability; a commitment to error-free written communication.
- Exceptional oral communication and presentation skills.
- Demonstrated ability to use sound judgment; and work independently.
- Commitment to the mission and goals of Rhode Island College.

- A positive and energetic outlook and professional appearance that conveys the image of the Office of the President of Rhode Island College.
- Advanced technological competence as a user, including mastery of the Microsoft Office suite of applications (Word, Outlook, PowerPoint, and Excel); and database systems such as PeopleSoft, Oracle, or Banner.

PREFERRED:

Bilingual in English / Spanish (fluent in speaking and writing).

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 that 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.