



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 4/26/23
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Special Assistant, Office of the President
Status: Full-time - 35 hours per week
Grade: 10
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: Executive Director of Strategic Initiatives

PRIMARY PURPOSE:

Serve as administrative assistant for senior leaders in the President's Office. Carry out objectives established by the President's Office. Understand goals, objectives, and strategies related to assignments and assist the President's office with successful implementation. Provide executive-level administrative support for the President's Cabinet members 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. Provide assistance to others in the Office of the President as needed.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Effective management of the office workflow, including keeping and distributing follow-up notes to selected constituents. Work with the assistants to the president and the provost on selected events.
- Responsible for maintaining confidentiality and security of confidential material.
- Manage the senior leaders' mail and correspondence (sort, identify priority or deadlines, ensuring prompt responses and/or follow through on requests for decision and action as needed, etc.), as well as their calendars and calendar requests, in accordance with priorities set by them.
- Provide open, timely, and effective communication, keeping the President's Office abreast of salient matters and providing sound information to support decision making as it relates to college policy.
- Assist in responding to problems and issues presented to the President's Office by individuals and organizations from within and outside the college community.
- Assist in the coordination of all visits to the college made by dignitaries.
- Assist as needed with coordination of all aspects related to executive searches; act as liaison for onboarding of executives.
- Work with members of the Academic Calendar Committee and College Administration in identifying entries to be included in the Administrative Calendar with President's Executive Council approval.
- Represent or attend on behalf of the President's Office college committees as requested, including the Convocation Committee.
- Maintain, monitor, and coordinate accounts and expenditures from departmental funds with Rhode Island College as well as accounts within the Rhode Island College Foundation, adhering to the State of Rhode Island's rules and regulations and the Rhode Island College Foundation's spending policy.

- Manage email messages received in the Office of the President by triaging, responding, and/or keeping the President's Office abreast of salient matters.
- Arrange, schedule, coordinate, and facilitate special events, such as meetings, conferences and social events hosted by the President and the Office of the President.
- 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.
- Responsible for the administrative support functions of the office.

Occasional Job Functions: Provide assistance as needed to others in the Office of the President. Perform other duties and responsibilities as assigned by the Executive Director of Strategic Initiatives.

REQUIRED QUALIFICATION STANDARDS:

Education: Bachelor's degree.

Experience Six years' relevant experience, or equivalent combination of education and 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 special assistant in the President's Office meets these objectives by possessing the following abilities, characteristics, and experience:

- Highly advanced organizational skills.
- Demonstrated ability to plan and execute complex events.
- 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.
- Demonstrated commitment to equity and anti-racism.
- Exceptional interpersonal skills.
- Exceptional writing and 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.
- Ability to convey a positivity and professionalism worthy of the Office of the President of Rhode Island College.
- Knowledge of the rules and regulations and purchasing and spending policies of the State of Rhode Island and Rhode Island College Foundation.
- 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:

- Successful experience working for high-level, high-profile executives in a fast-paced environment.
- Bilingual

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 communities of color and persons with disabilities, to identify themselves as such at the time of application.