UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant to the Vice President, Administration & Finance

DIVISION: Administration

REPORTS TO: Vice President, Administration & Finance

GRADE: 16

SUPERVISES: Professional, technical and clerical support staff

BASIC FUNCTION:

Serve in a direct staff capacity to the Vice President. Fulfill the financial, management and administrative responsibilities pertaining to the planning, coordination and operation of the University’s Division of Administration. The position coordinates, directs and supervises projects, tasks and functions including providing high level writing, research, technical and budget support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain a current agenda of issues and major items requiring attention and response by the Division of Administration for the University, the Office of Higher Education or other State offices and coordinate the planning, the decision process, the development of any necessary documentation associated with such responses or initiatives and monitor the implementation of associated measures on behalf of the Vice President.

Communicate decisions of the Vice President to the management staff and other affected offices and follow-up regarding the implementation of such decisions.

Work closely with Division of Administration management staff or other University staff, as requested by the Vice President or when determined to be necessary, to directly assist them in conducting research, performing analyses, or organizing information in response to the needs of the Vice President or the University.
Assist Division of Administration management staff in assessing the performance of their operations in service to the University and recommend approaches towards improving the efficiency and effectiveness of these operations.

Monitor the activities of Division of Administration and University units for the purpose of identifying or anticipating operational problems or deficiencies and initiating corrective measures, or reporting such circumstances to the appropriate management or executive staff with recommendations for corrective action.

Inform and advise the Vice President regarding organizational and personnel management issues or circumstances, including hiring decisions, as they may occur within the Division or in other areas of the University.

Participate in the process of budget planning for the Division of Administration.

Serve as a spokesperson for the Vice President during the conduct of selected reviews, management audits, or other studies of Division of Administration systems and operations or other University operations at the direction of the Vice President, and coordinate the preparation of the institution’s formal written responses to such reviews.

Research planning, policy, or operational issues, independently or at the request of the Vice President, and develop plans, draft policy, or prepare reports on such areas of interest or concern to the University for the Vice President and other management or executive staff.

Initiate or coordinate the preparation of Board of Education agenda items regarding financial or operational matters and work with the staff of the Office of Higher Education in preparing such items for presentation to the Board of Education.

Initiate or coordinate the development of special information documents or presentations concerning University finances or operations.

Regularly prepare written responses, on behalf of the Vice President or the President, to inquiries and requests for information pertaining to University finances or operations.

Work with Division of Administration budget and accounting staffs and the Office of Higher Education in developing computer assisted models for the purpose of generating short and long-range financial projections for the University and assist executive staff in the interpretation of such projections.
Work with University, Board of Education and outside legal counsel as required in the development of contractual documents.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the Office of the Vice President on University committees, on search committees and at general meetings with University personnel, federal, state or local officials.

Review incoming and outgoing office correspondence, meet and correspond with individuals making inquiries to the office, and provide advice regarding procurement requests for accounts under the office’s jurisdiction, as well as otherwise relieve the Vice President of administrative details.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor’s degree required. Must have five years of demonstrated experience in a responsible higher education administrative/management post that included staff supervision and fiscal management. Background in coordinating and facilitating group, committee or board activities. Must possess excellent written and verbal communication skills and be able to prepare and deliver presentations before small, medium and large groups of people. Strong computing skills, including ability to resourcefully use and adapt spreadsheets, databases and Internet. Must be able to take initiative to solve problems and follow up on pending projects with minimal guidance or direct supervision. Proven ability to understand, research and evaluate complex issues requiring the preparation and presentation of reports to include sound recommendations regarding the matters involved.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.