

Job Code:.....101644
Position #: (NUNC)..... (E)
Developed by:..... MP; AMC
Reviewed by:.....LK
Approved by:.....LK
Date:.....4/23

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Staff Assistant to the President
DIVISION: Office of the President
REPORTS TO: President
GRADE: 10
SUPERVISES: May supervise administrative and student office staff

BASIC FUNCTION:

Carry out objectives established by the President. Understand goals, objectives, and strategies related to assignments and assist the President and senior staff in successful implementation. Provide executive-level administrative support to the President and Directors of Legislative and Government Relations, performing organizational and office management responsibilities requiring a strong working knowledge of the functions of the University, a high degree of technical and office management skills, professionalism, customer service, confidentiality, and efficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Effectively manage the calendar, provide administrative support, and coordinate travel for the President, Chief of Staff, and Directors of Legislative and Government Relations to provide the most strategic and efficient use of time at meetings and events, and to ensure they are appropriately briefed for all occasions on a timely basis. Manage calendar for the President as needed, in support of the Deputy Chief of Staff.

Provide administrative support for Presidential Committees, as directed, including the preparation and posting of agendas, meeting materials, and meeting notes. Effectively manage operations of the President's Office, including budget tracking in concert with the Chief of Staff, monitoring and coordinating expenditures from department funds, building operations, and coordinating IT support. Perform administrative duties, such as answering phones, opening mail and electronic mail, and drafting responses for the President, filing, etc. Serve as President's Office liaison to Facilities, HR and IT. Analyze and resolve routine daily matters as they come into the office.

Responsible for maintaining confidentiality and security of confidential material.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties and responsibilities as assigned by the Chief of Staff.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers, Microsoft Office Suite, PeopleSoft, Sakai, fax and copying machine, calculator.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum five years of relevant administrative experience in a higher education environment; Demonstrated time management and organizational skills; Demonstrated ability to multi-task in a deadline-driven environment; Demonstrated ability to work in an environment with constantly shifting priorities; Demonstrated presentation skills; Demonstrated ability to keep other work group members on track; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated attention to detail and ability to edit written communication; Demonstrated critical thinking skills; Demonstrated ability to work independently; Demonstrated familiarity with the mission and goals of the University; Demonstrated proficiency in the Microsoft Office Suite of applications (Word, Outlook, PowerPoint and Excel); and, Demonstrated ability to work with diverse groups/populations. Must be able to present a professional appearance and proactive customer service.

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