

**Job Code: 101735**  
**Position #: (NUNC)(E)**  
**Developed by: ... JH**  
**Reviewed by: DLJ**  
**Approved by: .. LK**  
**Date: 06-10-2024**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Staff Assistant to the Provost and Executive Vice President for Academic Affairs

**DIVISION:** Academic Affairs (Office of the Provost and Executive Vice President for Academic Affairs)

**REPORTS TO:** Senior Advisor and Chief of Staff to the Provost

**GRADE:** 10

**SUPERVISES:** N/A

**BASIC FUNCTION:**

Carry out objectives established by the Provost and Executive Vice President for Academic Affairs. Provide executive-level administrative support to the Provost and the Provost's chief of staff, 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. Understand goals, priorities, and strategies related to assignments and assist the Provost and senior staff in successful implementation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Effectively manage the Provost's calendar to provide the most strategic and efficient use of time, including by responding to routine and last-minute meeting requests, coordinating with other academic and administrative units, and being sensitive to the Provost's priorities and competing demands on the Provost's time.

Provide professional and confidential administrative services, including the following: draft and respond to email correspondence; answer phones; prepare and compile briefing papers and slide decks for and take minutes in meetings; prepare and maintain spreadsheets and financial documents; review communications prepared by others for

the Provost's signature; and track memos in and out of the Provost's Office.

Prepare and compile materials for Board of Trustees meetings; draft agendas and take minutes for Board committee meetings.

Schedule, arrange logistics, prepare briefing materials, and support events, such as meetings, commencement, and social events, in coordination with other administrative and academic units.

With a high degree of diplomacy, service orientation, and effective communication, answer phones, greet visitors, and represent the Provost's Office in meetings with other academic and administrative units.

Exhibiting tact and sensitivity, engage directly with the public, students, parents, faculty, staff, and officials on behalf of the Provost and Executive Vice President for Academic Affairs.

Handle information, draft, and process written materials of a sensitive and confidential nature.

Serve as a team member of the Provost's Office by assisting with all matters related to the administrative needs of the office and ensuring coordinated, professional, and efficient operations.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties and responsibilities as assigned by the Provost and the Provost's chief of staff.

#### **LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers, printers, word processing, spreadsheet, database, and scheduling software; Microsoft Office Suite, Google Suite.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

#### **QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of five years of progressively responsible administrative experience in a higher education or comparable environment;

Demonstrated experience managing an executive level schedule; Demonstrated ability to multi-task in a deadline-driven environment; Demonstrated time management and organizational skills; Demonstrated ability to advise an executive on forthcoming administrative needs and prepare materials in advance; Demonstrated computer skills (i.e., word processing, spreadsheet, database, and scheduling software); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to maintain confidentiality; and Demonstrated ability to work with diverse groups/populations.

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