

Job Code 101749
Position #: (NUNC) (E)
Developed by: KJ
Reviewed by: DLJ, LK
Approved by: LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Administrative Coordinator

DIVISION: Global Initiatives

REPORTS TO: Vice Provost for Global Initiatives

GRADE: 10

SUPERVISES: May supervise and review the work of employees, interns, students assigned to assist on special projects.

BASIC FUNCTION:

Carry out objectives established by the Vice Provost for Global Initiatives, including project management and serving as a key liaison between the Vice Provost and departments within the unit and with key stakeholders. Perform organizational and office management responsibilities including general initiative and project timelines, strategic planning and coordinating metrics on key performance indicators. Maintain 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 Vice Provost and staff in successful implementation. Development and implementation of project management strategies and systems to support overall unit productivity and function across all departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Effectively manage overall unit calendar for events, outreach and project timelines to provide the most strategic and efficient use of time, including responding to routine and last-minute meeting requests, coordinating with other academic and administrative units, and being sensitive to the Vice Provost's priorities.

Support the creation of public facing materials for international outreach initiatives including correspondence, slide decks, presentations, and other materials required to support international delegations, events, or general office initiatives.

Support the purchasing process including but not limited to handling good orders, travel and expense report support, and other tasks.

Support international travel arrangements and preparation support for the Vice Provost for Global Initiatives. Create an annual calendar amid responsibility for coordinating events with institutional and non-institutional partners.

Partner with division administrator's staff in the core unit level Global Offices on fiscal, travel, purchasing, and hosting matters.

Prepare and compile materials, draft agendas, and take minutes for Global Steering and International Travel Review Committee meetings. Manage the travel petition process and maintain resources on current international travel risk review requirements. Draft subcommittee reports.

Support unit wide project management efforts, including guiding planning and organizing unit initiatives, assist in setting and communicating priorities, facilitate resource management discussions, and assist in tracking unit wide strategic goals and key performance indicators.

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

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

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

Conduct hiring of students. Supervise student workers.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned by the Vice Provost for Global Initiatives and the Manager for Academic and Global Initiatives.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers; Microsoft Office Suite, word processing, database management, spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of two years of progressively responsible administrative experience; Demonstrated experience managing an executive level schedule; Demonstrated ability to multi-task in a deadline-driven environment; Demonstrated time management and organizational skills; Demonstrated experience with or understanding of project management strategies and tools; 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.

PREFERRED: Demonstrated experience with international customs, environments, and communications.

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