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Position#: (PTAA) (NE)
Developed by:.....DTH
Reviewed by:.....SG
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Administrative Assistant III
DIVISION: Academic Affairs (Arts & Sciences: Theatre Department)
REPORTS TO: Department Chair
GRADE: 6
SUPERVISES: Clerical support staff and students

BASIC FUNCTION:

Plan, coordinate, and supervise the work of a staff engaged in providing administrative, technical and clerical support in the area of academics.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Interpret rules, regulations and policies of the department, state and federal agencies.

Prepare and maintain the annual departmental budget for both Ledger 2 and 3 accounts (ticket income). Prepare and maintain the budgets for all grants awarded to the department. Utilize signature authority for the following: college requisitions, State Invoice Vouchers, University Payment Orders, Grant Payment Orders and Grant Requisitions, Travel Authorization Requests, State Travel Expense Vouchers, Payroll Attendance Reports, Monthly Payroll Time Cards, Purchase Order Receiving Reports, State Utility Purchase Order Receiving Reports for Ledger 2 and Ledger 3 Accounts and Grants.

Coordinate departmental meetings. Plan and implement meetings and maintain calendar for the department Chairperson. Prepare agenda and materials for the semi-annual meetings of the Fine and Performing Arts Advisory Board. Prepare agendas and record departmental staff meetings.

Coordinate and supervise the payments for teacher, teaching assistants guest artists and staff personnel.

Liaise between the department and the Property Office for equipment purchased, equipment inventory and performs audit of same.

Coordinate internal audits of timecards for work-study and independent payroll students (monthly) and bi-weekly personnel. Supervise, prepare and sign monthly timecards for work-study and independent payroll students.

Maintain, in coordination with the Chairperson and the Theatre Manager, budgetary limits and deadlines, and ensure proper procedures are followed throughout. Prepare quarterly budget reports for the department. Prepare final budget reports for Ledgers 2, 3 and grants, including expenses and tallies of income.

Liaise/coordinate the Hope Magnet Recruiting Program (Hope High School).

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Implement the contracts and payment for major outside arts events.

Assist in the preparation and implementation of space arrangements and requests for instructional courses.

Serve on various committees, including the Publicity Committee that prepares promotional strategies for upcoming academic year productions (e.g. includes public relations campaigns, brochures, flyers, posters, etc.)

Compile research that is critical to the development of both grant and budget proposals. Provide all research for availability of rights and royalties for any proposed production and any speculative artistic enterprise.

Following Affirmative Action guidelines, assist the department chair in developing unique search processes that are essential to finding individuals with unusual artistic skills.

Take dictation from the Department Chair, routine as well as that of a confidential nature. Handle all materials of a confidential nature for the Department (e.g. annual reviews, letters of outside evaluation, adjudication reports, etc.).

Cost-out the potential needs for proposed productions based on records kept of past enterprises. Cost-out blanket order requirements: e.g., paint, gel, posters, costume cleaning, lumber, etc.

Prepare annual attendance/box office reports, including demographic information regarding patrons.

Assist in maintaining departmental archives.

Assist Chairperson in compilation of materials for curriculum changes and revisions, faculty activity service reports, service to the community-at-large and campus community reports.

Coordinate office and box office workloads, workflow; final proofing of all documents; approval of all requisitions, invoice vouchers, payment orders, etc. Assist in arranging publicity for the production season.

Interpret and liaise between the department and professional actors and technicians' unions (e.g. Actors Equity Association and the IATSE, International Association of Technical Stagehands and Electricians). Coordinate and supervise the payments and contracts between the actor/technician and the union. Handle the needs particular to the residency of lecturers/guest artists, ranging from housing to special equipment, etc.

Coordinate and supervise the payments for guest artists, musical directors, musicians, costumers, carpenters, and seamstresses.

Audit, coordinate, and supervise box office reports and deposits. Assist with audits performed by the Internal Auditor for box office revenue reports ticket stubs, deposit slip audits, and requisition audits.

Liaise between Department and publishing firms acquiring royalties and reduced royalties for each production. Implement payments for each. Liaise between Department and the ACTF, American College Theatre Festival, for yearly production entries.

Prepare final production budget reports and final box office reports for each show.

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OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: High school diploma or GED; Minimum of one year of administrative courses, Minimum of two years of administrative work experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated knowledge of scientific vocabulary; and, Demonstrated knowledge of bookkeeping.

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