

**Job Code: 100268**  
**Position #: NUNC (E)**  
**Developed by: LJ, DR, AR**  
**Reviewed by: . . . LK, DLK**  
**Approved by: . . . AMC, LK**  
**Date: 05/17; 06/18**

## **UNIVERSITY OF RHODE ISLAND**

### **Position Description**

**TITLE:** Assistant to the Vice President for Administration and Finance  
**DIVISION:** Administration and Finance  
**REPORTS TO:** Vice President for Administration and Finance  
**GRADE:** 16  
**SUPERVISES:** Professional, technical and clerical support staff

#### **BASIC FUNCTION:**

Serve as chief of staff to the Vice President for Administration and Finance. Provide analytical support and leadership on a variety of key projects on behalf of the Vice President for both the Division and URI campus community.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manage high priority projects supporting the Vice President's goals to ensure progress against objectives, established milestones, and measurement criteria. Coordinate the Vice President's efforts with internal and community stakeholders. Represent the Vice President where appropriate.

Create and transform processes, financial data and organizational concepts into communication tools to support the Division's financial and operational priorities for the benefit of the University. Materials and collateral, produced in close coordination with University Communications, will be used by the Vice President and senior campus leadership for stakeholder outreach efforts in support of the University's strategic goals.

Direct management reporting and analysis for the Division of Administration and Finance and work with the departments making up the Division to ensure timely, regular, informative analysis and reporting of Division activities.

Assist the Vice President in the analysis and preparation of the Division's annual operating budget and other financial analysis as required.

Effectively articulate the vision, mission, and values of the University.

Support the Vice President as needed in a wide range of tasks associated with running the Division.

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Maintain confidentiality and perform a wide range of duties that require teamwork, sensitivity, discretion, judgment, and flexibility.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, Microsoft Office Suite, Adobe Illustrator, InDesign, Keynote, web applications, social media, Visio.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; demonstrated experience with finance and accounting; demonstrated ability to develop dynamic variable-driven financial models in Excel; demonstrated strong verbal and interpersonal communication skills; demonstrated proficiency in written communication skills; demonstrated ability to work with diverse populations and constituencies; demonstrated track record of presentation and editing skills; demonstrated track record of bringing strategic projects to successful completion using formal project management techniques; demonstrated proficiency in Microsoft Office Suite, particularly Excel and PowerPoint; and, demonstrated experience in process analysis and redesign, including in Visio or similar process flow analysis software.

**PREFERRED:** Master's degree; demonstrated ability to analyze, synthesize and distill financial models to inform long range decision making; demonstrated understanding of higher education institutions and their institutional and administrative processes; demonstrated ability to analyze, summarize and translate complex financial and organizational data and concepts and to communicate them to both lay and expert audiences; demonstrated ability to develop talking points, prepare visually engaging materials, and use data visualization software for executive leadership in a deadline-oriented environment; demonstrated experience with just-in-time professional-quality document development; demonstrated experience using desktop publishing tools, such as Adobe Illustrator or InDesign; demonstrated experience overseeing, producing and managing content for web, social media and external media audiences; and, demonstrated proficiency with visual communications and presentation tools, such as Keynote.

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