

Job Code:.....100508I-2017
Position #: (NUNC)..... (NE)
Developed by:.....SG
Reviewed by:.....JS;DLJ
Approved by:.....LK
Date:5/03;9/06;10/10;11/12;5/16;
08/17

**UNIVERSITY OF RHODE ISLAND
Position Description**

TITLE: Executive Assistant I
DIVISION: Academic Affairs (College of Nursing:Nursing Education Center)
REPORTS TO: Dean, College of Nursing
GRADE: 7
SUPERVISES: Student Assistants

BASIC FUNCTION:

Serve as executive assistant to the Dean and the Associate Dean at the Nursing Education Center, providing critical, professional administrative support. Perform administrative and organizational duties of a complex and responsible nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Dean and/or Associate Dean in carrying out administrative responsibilities.

Research and troubleshoot issues at the department, college and/or university level.

Arrange, schedule and conduct meetings, conferences and social events at both the university and state level. Coordinate invitations, catering and other logistics. Support events' marketing and outreach efforts.

Answer phones, greet visitors, and disseminate information to a diverse constituency. Exhibiting a high degree of tact and sensitivity, deal directly with the public, students, faculty, staff and officials (both within and outside the University) on behalf of the Dean and Associate Dean.

Administer building operations including, but not limited to: safety, work orders, repairs, parking, key requests, office moves and purchasing.

Maintain and update office supplies inventory.

Maintain copiers/printers.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, spreadsheets, database management and scheduling software, fax and copying machines and calculators.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: High school diploma OR GED; Minimum of three years of progressively responsible experience in a professional environment; Demonstrated ability to prioritize; Demonstrated time management and organizational skills; Demonstrated proficiency in written communication skills; Demonstrated strong verbal and interpersonal skills; Demonstrated experience with word processing, spreadsheet and database software; Demonstrated supervisory experience; Demonstrated ability to maintain confidentiality; Demonstrated ability to work independently; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Associate's or Bachelor's degree; Demonstrated experience with PeopleSoft database software; Demonstrated experience with scheduling software; Demonstrated budgetary experience; Demonstrated familiarity with State of Rhode Island travel and procurement policies and procedures; and, Demonstrated experience in a higher education environment.

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