

Job Code:.....100547P
Position #: (NUNC)..... (NE)
Developed by:.....AMC
Reviewed by:.....LK;DLJ
Approved by:.....LK
Date:.....07/07;10/19;01/20

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Executive Assistant II
DIVISION: Office of the President
REPORTS TO: Chief of Staff
GRADE: 8
SUPERVISES: May supervise student office staff

BASIC FUNCTION:

Carry out objectives established by the President and Board of Trustees. Understand goals, objectives, and strategies related to assignments and assist the Chief of Staff in their successful implementation. Provide executive-level administrative support to the Chief of Staff and the Board of Trustees 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 while maintaining the policy-level focus of the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Effectively manage the calendar for members of the Board of Trustees to provide the most strategic and efficient use of time at meetings and events, and to ensure that the Chair, President and Chief of Staff are appropriately briefed for all occasions on a timely basis.

Provide administrative support for the Board of Trustees including the preparation and posting of agendas, meeting materials, and minutes.

Effectively manage the Board's correspondence. Research and draft written responses and, when appropriate, review communications prepared by others for the chair's signature. Review outgoing office correspondence, speeches, etc., for procedural, grammatical, and factual accuracy and revise as directed by the Chief of Staff. Draft original or adapted letters for the Board chair's signature.

Serve as liaison to the members of the Board, as well as various government offices. Research and provide background information on various issues as requested by members of the Board.

Effectively manage the office workflow including hiring, training and supervising student employees. Establish and maintain all of the business records and files, including meeting agendas, meeting materials, minutes and correspondence of the Board of Trustees.

Monitor and coordinate expenditures from the department funds.

Maintain and administer the Board's annual administrative calendar, which identifies all recurring deadlines requiring action.

Responsible for maintaining confidentiality and security of confidential material.

Provide open, timely, and effective communication, keeping the Board Chair abreast of salient matters and providing sound information to support decision making as it relates to Board policy.

Assist in responding to issues presented to the Board by individuals and organizations from within and outside of higher education. Serve as liaison and facilitator to the board in terms of troubleshooting various issues and providing referral to the appropriate individual or department and subsequent follow-up when necessary.

Perform administrative duties, such as answering phones, opening mail, filing, etc.

Analyze and resolve routine, daily matters as they come into the office.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties and responsibilities as assigned by the Chief of Staff.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, Microsoft Office Suite, PeopleSoft, Sakai, fax and copying machine, calculator.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Associate's degree; Minimum five years of relevant administrative experience; Demonstrated time management and organizational skills; Demonstrated ability to multi-task in a deadline-driven environment; Demonstrated ability to work in an environment with constantly shifting priorities; Demonstrated presentation skills; Demonstrated ability to keep other work group members on track; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated attention to detail and ability to edit written communication; Demonstrated critical thinking skills; Demonstrated ability to work independently; Demonstrated familiarity with the mission and goals of the University; Demonstrated

proficiency in the Microsoft Office Suite of applications (Word, Outlook, PowerPoint and Excel); and, Demonstrated ability to work with diverse groups/populations. Must be able to present a professional appearance.

PREFERRED: Demonstrated experience working in a higher education environment; and, Demonstrated working knowledge of Robert's Rules of Order, Open Meetings Act and Access to Public Records Act.

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