

BOILERPLATE

Class Code:.....0547
Position #:(NUNC).....
Developed by:.....
Reviewed by:.....
Approved by:.....
Date:.....6/99

**UNIVERSITY OF RHODE ISLAND
Position Description**

TITLE: Executive Assistant II
DIVISION: Central administration or major college
REPORTS TO: Executive Officer or Dean of satellite campus
GRADE: 8
SUPERVISES: May supervise one or more secretaries, and/or student assistants

BASIC FUNCTION:

Serve as executive assistant to a vice president or to the dean of a major college, providing critical administrative support. Perform private secretarial duties of a complex and responsible nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the vice president or dean in carrying out administrative responsibilities; research and troubleshoot issues needing resolution at the division or college level.

Provide confidential secretarial services, including the following: arrange and schedule meetings; type reports, correspondence, speeches and related materials; make travel arrangements; draft and respond to routine correspondence; take and transcribe dictation or transcribe from tapes; prepare and maintain spreadsheets.

Arrange, schedule and conduct special events, such as meetings, conferences and social events. Support marketing and outreach efforts as necessary.

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 vice president or dean.

Prioritize responses to correspondence, phone calls and various issues, thereby minimizing demands on the vice president's or dean's time, allowing him/her to focus on broader and more critical issues.

In consultation with the vice president or dean, assist in the preparation and administration of the division's/college's budget(s). Develop and maintain office files and budget records, and ensure their confidentiality.

Interview and recommend for appointment secretarial and student help within the office. Train, schedule and assign workloads to secretaries and student help.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, spreadsheet, database management and scheduling software; dictaphone/tape recorder; fax and copying machines; calculator.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Associate's degree preferred; high school diploma required. The following are required: at least five years of progressively responsible experience in the capacity of administrative assistant in a complex professional environment; excellent time management and organizational skills in a multiple priority environment; proficiency with word processing, spreadsheet, database and scheduling software; excellent interpersonal and written and verbal communication skills; demonstrated experience in the organization, coordination and supervision of support staff; demonstrated ability to maintain confidentiality; demonstrated ability to work in a culturally diverse environment. Stenographic proficiency may be required.

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

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