

Class Code:.....1246  
Position#: (NUNC).(E)  
Developed by:.....RG  
Reviewed by:.....DLJ  
Approved by:.....AMC  
Date:.....07/17

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Business Analyst, Office of Affirmative Action, Equal Opportunity and Diversity (AAEOD)

**DIVISION:** President's Office (Community, Equity and Diversity)

**REPORTS TO:** Director of Affirmative Action, Equal Opportunity and Diversity

**GRADE:** 10

**SUPERVISES:** May supervise employees, interns and students assigned to assist on special projects.

**BASIC FUNCTION:**

Responsible for assisting the Director and Assistant Director, Office of Affirmative Action, Equal Opportunity and Diversity in operational, financial and administrative support performing complex and confidential duties in a deadline driven environment. Research, develop, evaluate and formulate draft communications from the Director and or Assistant Director, Office of Affirmative Action. Provide support for special projects to Senior Management and Title IX Task Force. Independently evaluate and review complex information and prepare analyses and reports relating to activities throughout the institution and prepare reports to federal and state government and the URI community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Coordinate various processes and procedures pertaining to the administration of the Office of AAEOD with other appropriate University divisions and departments.

Receive, review and take appropriate action and/or make recommendations relative to various request and inquiries.

Responsible for office procurement and office management.

Draft documents for the signature of the Director and or Assistant Director.

Research and compile information to help form recommendations required for use in reports, presentations, meetings and trainings.

Provide confidential services, including scheduling event planning and communications for the Office of Affirmative Action.

Prepare reports for submission and respond to the requests for information from the URI community.

Prepare PowerPoint presentations and other reports using spreadsheet software, particularly Excel. Assist with compiling data for these and other presentations.

Participate in the preparation of data for the senior management, and for various committees and/or councils, as required. This may include taking electronic minutes at various meetings, and preparing minutes for distribution/approval.

Responsible for obtaining information and recommendations relating to specific problems, activities and policies.

Provide the Director, and or Assistant Director with data and analyses relating to regular and ad hoc reports/projects.

Participate in the budget cycles, including responsibility for compiling an electronic document with indexes.

Oversee the preparation and processing of both routine and important/complex correspondence.

Serve as backup to maintain and update the Office of Affirmative Action's website.

Responsible for updating various data in PeopleSoft financials such as signature authorization and Chartfield creates.

Handle information of a sensitive and confidential nature.

Serve as liaison.

**OTHER DUTIES AND RESPONSIBILITIES:**

Provide assistance to the staff in the Affirmative Action Office, as required.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, word processing, database and spreadsheet software, and Microsoft Office: PowerPoint, Word, Excel, PeopleSoft financials and Word Press.

**ENVIRONMENTAL CONDITIIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's Degree; Minimum of three years of experience in a complex staff position with office management responsibility (including finance, calendars, communications, and preparation and processing of confidential materials); Demonstrated experience with Microsoft Office (including, Word, Excel and PowerPoint); Demonstrated experience with financial and human resource systems (e.g. Oracle, PeopleSoft); Demonstrated experience with troubleshooting and resolution of issues; Demonstrated ability to understand finance and budget concepts; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to coordinate and to balance multiple priorities in a complex office environment; Demonstrated ability to work independently; Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and to communicate the interpretation to others; Demonstrated mathematical and analytical skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated supervisory experience; and, Demonstrated experience with Web Base software; WordPress.

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