

Job Code: 101313
Position #: NUNC, (E)
Developed By: RAR
Reviewed By: DLJ, LK
Approved By: LK

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Special Assistant, External Relations (ASFCEPS)
DIVISION: Academic Affairs
REPORTS TO: Dean, ASFCEPS
GRADE: 14
SUPERVISES: N/A

BASIC FUNCTION:

Work on special projects assigned by the Dean, Alan Shawn Feinstein College of Education and Professional Studies (ASFCEPS) or his/her designee. Provide data to support the Dean and his/her senior management team in decision-making and planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work closely with the Dean and senior management staff on high-level time-sensitive and complex administrative projects which include interfacing with University alumni, potential donors and community members.

Collaborate with the marketing, media, community relations and alumni staff on advancement initiatives. Liaise with high-level industry and corporate executives on hosting meetings, events and other activities.

Prepare regular briefings for the Dean and senior management team. Draft complex correspondence, recommendation letters and reports for the Dean. Conduct research for special projects, organize materials for distribution at external relations meetings and provide follow-up, including meeting summaries.

OTHER DUTIES AND RESPONSIBILITIES:

Perform related duties as assigned.

LICENSES, TOOL AND EQUIPMENT:

Computer equipment (including hardware and software), printers, Microsoft Office Suite, presentation, email, spreadsheet and database software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environment conditions.

QUALIFICATIONS:

REQUIRED: Master's degree; Minimum seven years progressively responsible executive support experience; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated presentation skills; Demonstrated project management and strategic planning experience; Demonstrated computer skills (including Microsoft Office Suite, presentation, email, spreadsheet and database software); and, Demonstrated experience with diverse populations and constituencies.

PREFERRED: Minimum seven years progressively responsible executive support experience in higher education, non-profit or executive environment.

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