

**Job Code:.....101434**  
**Position #: (PSA)...(E)**  
**Developed by:.....MC**  
**Reviewed by:.....AMC**  
**Approved by:.....AMC**  
**Date:..... 07/20**

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

**TITLE:** Associate Secretary (Board of Trustees)

**DIVISION:** Office of the President

**REPORTS TO:** Chief of Staff

**GRADE:** 14

**SUPERVISES:** Professional staff

**BASIC FUNCTION:**

The Office of the President is responsible for the administration of matters related to the Board of Trustees (BoT), and its Committees, including the official record of actions considered and taken by the BoT and its Committees; providing staff support for the BoT and its Committees; serving as liaison between the BoT and the University administration.

Within this context, the Associate Secretary is a senior level board professional who is specifically responsible for several tasks, many of which require a high degree of confidentiality, sensitivity, and diplomacy.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In consultation with senior leadership, develop a list of key topics for possible inclusion on Board agenda.

Work with the senior leadership of the University to manage the process for compilation of Board meeting materials for Board of Trustee (BoT) Committees and the BoT, ensuring that the content is relevant to the priorities of the President and the Board.

Prepare meeting materials for all BoT Committees.

Assist with coordinating the invitation of faculty, staff, undergraduate and graduate student representatives for attendance at Board or Committee meetings.

Research and propose content for agenda and meeting materials for annual Board Retreat.

Assist new Board members with orientation.

Schedule, attend and compose minutes for all BoT committee meetings/conference calls as requested.

Manage required follow-up work on issues and information requested by Trustees.

In consultation with the Office of General Counsel, direct efforts to assure compliance with Open Meetings Act requirements and other governance issues.

Manage and maximize the University's relationship with the Association of Governing Boards and other higher education resources and associations in order to ensure that Trustees have access to the best information and programs related to higher education.

In consultation with the Office of University Events, support the planning and execution of Commencement exercises and Board of Trustees participation.

Support the planning and logistics related to other BoT events, including but not limited to scheduled and Committee meetings, BoT Meetings, and an annual retreat.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other related job duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, word processing, database management and spreadsheet software. Microsoft Office Suite (Access, Excel, PowerPoint, Word, Outlook.)

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree with a minimum of five years' high-level administrative experience in university corporate governance, or related experience. Demonstrated exceptional organizational skills; Demonstrated ability to handle multiple priorities simultaneously; Demonstrated ability to work independently; Demonstrated ability to work well under pressure; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to handle confidential issues with sensitivity and diplomacy; Demonstrated familiarity with University personnel, policies, and procedures; Demonstrated proficiency in the Windows environment, Microsoft Office Suite (Access, Excel, PowerPoint, Word, Outlook); Demonstrated experience with electronic communication and internet research; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Master's degree in a business-related field.

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