

Job Code:.... 101514  
Position #: (NUNC) .. (E)  
Developed by: MP  
Reviewed by: . AMC, LK, MP  
Approved by: MP  
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**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Assistant to the President

**DIVISION:** President's Office

**REPORTS TO:** President

**GRADE:** 12

**SUPERVISES:** Support staff

**BASIC FUNCTION:**

Serve as assistant to the President, with responsibility for overseeing effective office operations and support, including managing the President's calendar, electronic mail, and other administrative services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Effectively manage the President's schedule to provide the most strategic and efficient use of the President's time at meetings and events, and to ensure that he/she is appropriately briefed for all occasions. In addition to general calendar management, responsible for the President's travel arrangements and itinerary.

Effectively manage the President's correspondence (including email), ensuring prompt responses or follow through on requests for decision and action. Work with the Senior Advisor and Communications Specialist to research and draft written responses and, when appropriate, review communications prepared by others for the President's signature. Review and draft outgoing office correspondence on behalf of the President.

Build and sustain effective working relationships with a network of internal and external contacts and use these to facilitate communication, understand organizational needs, and deliver effective and consistent services. Serve as a liaison and facilitator to the campus and community in terms of interpretation of University rules, policies and regulations, trouble shooting, referral to appropriate individual or department and subsequent follow-up when necessary.

Conduct regular meetings with office staff for purposes of facilitating coordination and communication. Serve as liaison to additional staff who work as part of the President's Office.

Manage the operation of the President's Residence. Oversee all purchases, schedule maintenance and repair and coordinate with events staff.

As requested by the President, provide executive-level administrative support services to committees and working groups (e.g., Senior Leadership Team), including organizing meetings and logistics, preparation of agendas and meeting documents, taking and preparing minutes and ensuring follow-up items are executed. Research and provide background information and recommendations to support decision-making on University policy issues as appropriate.

Oversee expenditures from all of the President's office accounts.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers and printers; word processing and database management software.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum five years of progressively responsible experience in executive office management; Demonstrated working knowledge of higher education; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; Demonstrated computer skills; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

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