



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: NUNC  
Date created or revised: 3/22/2023  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Executive Assistant II to the Office of the Vice President for Administration and Finance  
Status: Full-time, 35 Hours per week (occasional non-standard hours as required)  
Grade: 8  
Union Affiliation: NUNC (Non-Union/Non-Classified)  
Reports To: Vice President for Administration and Finance

**PRIMARY PURPOSE:**

Provide executive secretarial level support to the Vice President for Administration and Finance, the senior staff including, Controller, Director of Budget, AVP for Administration, AVP/CIO for Information Services and other professional staff as assigned, by performing organizational, clerical, and office management activities, maintaining the confidentiality and policy level focus of the office, and conducting all affairs of the office with a high level of professionalism, accuracy, precision, quality and efficiency. Work independently receiving a minimum of detailed supervision and guidance. Interact with the members of the College community and various other members of the public.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Manage calendars (meeting, appointments, travel, etc.) in accordance with priorities set by the Vice President, and senior staff including, Controller, Director of Budget, AVP for Administration, AVP/CIO for Information Services, and other professional staff as assigned.
- Screen and interpret telephone calls; receive visitors; and supply authoritative information on policies and operations.
- Make arrangements for meetings, including scheduling, notification and preparation of materials.
- Prepare requisitions, receiving reports, special monthly payroll and related materials for the acquisition and payment of goods and services.
- Type reports, correspondence, meeting minutes and other documents; set up and manage spreadsheets for tracking and analytic purposes.
- Proofread all documents and make or recommend appropriate changes or corrections in grammar, punctuation and usage.
- Organize and maintain all files of a highly confidential nature, such as personnel actions, contracts, and legal documents.
- Select or compose letters and emails for transmission to correspondents.
- Perform related clerical tasks such as filing, copying, managing office budget, maintaining office supplies inventory, and managing operating office equipment; initiate requests for goods, services or information.
- Select, supervise, and evaluate student employees.
- Assess clerical workload; plan workflow; assign and monitor clerical task performance in order to manage clerical work in the office.

Occasional Job Functions:

Perform other duties and responsibilities as assigned.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

High school diploma.

Experience:

A minimum of five (5) years' experience in a executive administrative assistant capacity that included varied administrative/fiscal duties.

Skills, Knowledge and Abilities:

- Highly advanced organizational skills including the ability to plan and execute complex meetings/conferences, plan and prioritize assignments, and meeting deadlines.
- Proficiency in word processing and general office procedures.
- High degree of competency in the operation of current computerized office technology, spreadsheets, and word processing software such as Microsoft Office.
- Excellent executive secretarial skills including evidence of thorough knowledge of office methods, practices, procedures and terms, ability to maintain confidentiality, understand readily and carry out complex oral and written directions.
- Demonstrated high degree of competency in typing and the operation of current computerized office technology (e.g. Microsoft Office).
- Excellent oral and written communication skills including ability to compose routine correspondence in a clear, concise format, articulate clearly and effectively, and interpret and explain routine policies and procedures to others.
- Excellent interpersonal skills including ability to exhibit professional demeanor and tact in interactions with a diverse population.
- Ability to remain calm under pressure and maintain a sense of humor.
- Ability to sit for the majority of the time with some standing and walking around; occasionally lift, push, pull and carry weights up to 30 lbs. (e.g., mail, books, supplies, materials for meetings).
- Ability to convey a positive and professional image worthy of the Office of the Vice President for Administration and Finance.
- Ability to adapt to changing priorities, protocols and systems.

**PREFERRED:**

An advanced secretarial certificate or degree.

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*