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Developed by:.....
Reviewed by:..KM; RC; DD
Approved by:.....LK
Date:7/87, 10/95, 5/97,
9/98, 3/02, 1/10

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Senior Assistant to the President
DIVISION: President's Office
REPORTS TO: President
GRADE: 14
SUPERVISES: Support staff

BASIC FUNCTION:

Serve as senior assistant to the President, with responsibility for the following: serving as a liaison for the President, or representing the President in a variety of capacities; managing the Office of the President; managing the President's calendar; coordinating events at the President's residence and assisting with the planning and coordination of selected campus-wide events, as directed by the President; a wide range of administrative support duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Effectively support and assist the President's work with the Vice Presidents, student government, the RIBGHE and the OHE, and the URI Foundation. Provide support to and coordinate the work of the senior management team, ensuring accurate records are maintained of all decisions and that timely follow-up ensues. As requested by the President, consult with and advise the President on matters of University policy, practice, and precedent. Effectively serve as the President's liaison for events involving the use of the suite in the Ryan Center and in the President's residence. Coordinate the work of the President, the Foundation, and the VP for Advancement with regard to fundraising and alumni events. Effectively and efficiently undertake special projects assigned by the President, and represent the President's Office at meetings as designated.

Monitor and coordinate the budget of the President's Office and sign for all expenditures from the President's Office accounts.

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, is responsible for the President's travel arrangements and itinerary.

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Effectively manage the President's correspondence, ensuring prompt responses or follow through on requests for decision and action. Research and draft written responses and, when appropriate, review communications prepared by others for the President's signature. Review outgoing office correspondence, speeches, etc., for procedural, grammatical and factual accuracy. Draft letters of invitation, thanks, congratulations, acknowledgment, etc., for the President's signature. Review and post items for the President's blog and other web-based communications.

Serve as 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.

Conduct yearly job performance reviews for support staff in the President's Office.

Serve as liaison to the administrative staff of the Office of Higher Education and the Board of Governors.

Coordinate all events sponsored by the Office of the President, including those functions at the President's residence.

Prepare the agenda for and attend all President's Team meetings.

Provide open, timely and effective communication, keeping the President abreast of salient matters, and providing sound recommendations and information to support decision making as it relates to University policy.

Assist in responding to problems and issues presented to the President by individuals and organizations from within and outside the University community.

Coordinate all visits to the University made by dignitaries.

Organize, plan and develop priorities for meetings chaired by the President. Assist in taking appropriate follow-up action at the conclusion of these meetings. Research and provide background information and recommendations to support decision-making on University policy issues.

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:

Executive office management experience required, as are a working knowledge of higher education and a master's degree. Substantial prior experience in a senior administrative support role also required. Must have demonstrated written and oral communication skills, be proficient in using e-mail, multi-office management software (e.g., Microsoft Word, Filemaker Pro, and Now software) on a Macintosh, and have previous experience in a position requiring problem solving, diplomacy and customer relations. Must possess strong interpersonal skills and be able to organize and coordinate programs and events. Must be able to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others.

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