



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 9/8/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Assistant Office Coordinator
Status: Full-time, 35 hours per week (non-standard work week. The scheduled hours of work for the position will be 8:30 a.m. to 4:30 p.m., Monday to Friday, but the position also requires flexibility to occasionally work evenings and weekends.)
Grade: 6
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: Associate Vice President for Professional Studies and Continuing Education (PSCE)

PRIMARY PURPOSE:

The Assistant Office Coordinator will provide essential support to the Associate Vice President and to the Director of Continuing Education and assist with the coordination and organization of office operations, procedures, and programs. The Assistant Office Coordinator will assist as directed with office communications and the implementation of office and administrative policies and procedures including data management and processing, maintaining accurate records of office processes, and coordinating office events, programs, operating systems and supplies.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Provide administrative support to the Associate Vice President of PSCE and to the Director of Continuing Education.
- Manage the Associate Vice President's calendar and assist with coordination of PSCE meetings, programs, and events as necessary.
- Receive and coordinate incoming Associate Vice President's correspondence and assist with collecting and distributing PSCE mail as necessary.
- Serve as liaison with on- and off-campus PSCE partners and support offices.
- Assist with maintaining professional communications as a first point of contact for participants in PSCE programs and for general external inquiries and correspondence.
- Assist with coordination of all office systems including ensuring that telephones, computers, printers, photocopiers, etc. are kept in good working order, including maintaining supplies for operating systems and arranging technical support.
- Assist with office and programming budget records and reports and management of purchasing and payment expenses for assigned office budgets; administer financial procedures including banking of checks/cash, invoicing, payments and bookkeeping.
- Assist with coordinating office supplies including placing orders and maintaining supply levels and as liaison with office operation service providers & building maintenance.
- Assist with coordination of the filing of hard copy records including maintenance of accurate records of assigned programs and assist with general PSCE records and filing systems.
- Assist with publishing and distribution of Annual Reports and other office publications as assigned.

- Prepare correspondence and documentation for assigned programs including drafting and distribution of letters and emails.
- Assist with coordination of appointments, accommodation and executive travel for PSCE staff and guests.
- Attend PSCE programs and events as needed.

Occasional Job Functions:

Perform other duties and responsibilities as assigned.

REQUIRED QUALIFICATION STANDARDS:

Education:

High school diploma.

Experience:

- Prior experience in a senior administrative or management support role.
- Experience delivering independent administrative and office support services.
- Relevant qualifications and demonstrated experience and consistency in delivering administrative and office systems.

Skills, Knowledge and Abilities:

- Ability to be proactive and show initiative, exercising discretion and good judgment, managing confidential information and communications, and initiating work where required.
- Strong software skills (such as Microsoft Office; Outlook, Word, Publisher, Excel, PowerPoint).
- Demonstrated high level written and verbal communication skills.
- Excellent time management skills with the ability to prioritize tasks and meet targets.
- Commitment to a challenging and demanding work environment.

PREFERRED:

- Bachelor's degree.
- Demonstrated ability to be a team player and work cooperatively with other stakeholders to further develop the organization.
- Possess functional experience with PeopleSoft.
- Demonstrated ability work with a small team of staff within a higher education environment.
- Experience delivering independent administrative and office support services within a higher education environment.

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.