Executive Assistant, Alumni Engagement
The University of Rhode Island Foundation and Alumni Engagement

Overview:

The Executive Assistant to the Vice President, Alumni Engagement, is responsible for providing primary administrative support to the Vice President. Direct responsibilities include scheduling, organizing, and coordinating meetings; handling confidential correspondence; and other significant support functions. Reports directly to the Vice President, but interacts with a wide range of staff, faculty, administration, students, alumni, and community leaders.

Essential Duties and Responsibilities:

Provide confidential executive support to the Vice President, including editing and proofreading documents and reports for accuracy, preparing formal written or electronic correspondence, answering phone calls, arranging and scheduling meetings, coordinating travel arrangements, developing and maintaining office files and budget reports, and other general administrative needs.

Prioritize responses to correspondence, phone calls, and various issues, thereby minimizing demands on Vice President, allowing time to be focused on broader and more critical issues. Anticipate cyclical events to support long range planning and scheduling.

Complete projects as assigned that may require research, analysis and writing; maintain and update confidential documentation on a digital portal.

Coordinate and attend meetings, including research of proposed venues and catering options, room equipment setups, preparation and circulation of meeting agendas and documentation, and the taking and distribution of meeting minutes. Ensure that the Vice President and meeting participants are well prepared for all meetings. Initiate necessary follow-up on action items to ensure follow-up meetings and activities are scheduled and executed.

Exhibit a high degree of tact, professionalism, and sensitivity; deal directly with the public, students, faculty, staff, and officials (both within and outside the university) on behalf of the Vice President. Support staff at various alumni events.

Other Duties and Responsibilities:

Co-share responsibility with the Office Assistant of providing coverage for functions including coverage of front reception area and answering main phone line. Some evening/weekend work may be required. Provide backup coverage for the Office Assistant in her role as the Alumni
Center building manager. Must have knowledge of personal computers, internet, printers, word processing, database management, and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**
This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Associate degree required; Bachelor’s degree preferred
- Preferred three to five years of executive support experience, preferably in higher education
- Demonstrated experience supporting a Vice President
- Strong organizational, administrative and time management skills; initiative and judgement to independently problem solve and prioritize; ability to independently meet deadlines while managing multiple projects
- Must be detailed-oriented, flexible, and proactive with a willingness to address needs as they arise
- High proficiency with Microsoft Office (Word, Excel, PowerPoint), email, and the internet
- Excellent verbal and written communication skills and phone/email manner; strong grammar, spelling and proofreading skills are essential
- Candidate is expected to maintain the highest level of confidentiality, discretion, and professionalism
- Candidates should demonstrate good judgment, maturity, personal integrity, and the ability to successfully collaborate with colleagues, alumni, donors, and volunteers in a culturally diverse environment

To provide equal employment and advance opportunities to all individuals, employment decisions at the URI Foundation will be based on merit, qualifications, and abilities. The URI Foundation does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

**APPLICATIONS:**

Forward letter of interest and resume to:

URI Foundation  
Attn: Gerri Beagle, HR Manager  
79 Upper College Road  
Kingston, RI 02881  
gbeagle@uri.edu