Rhode Island Office of Higher Education

TITLE: Assistant to the Commissioner

AGENCY: Rhode Island Office of Postsecondary Education

REPORTS TO: Commissioner

SALARY GRADE: 13

BASIC FUNCTION:

Carry out objectives established by the Commissioner. Understand goals, objectives, and strategies related to assignments and assist the Commissioner in their successful implementation. Provide executive-level administrative support to the Commissioner and the Council on Postsecondary Education by performing organizational and office management responsibilities requiring a strong working knowledge of the functions of the office, a high degree of technical and office management skills, professionalism, confidentiality, and efficiency while maintaining the policy-level focus of the office.

SPECIFIC DUTIES:

· Effectively manage the Commissioner’s schedule to provide the most strategic and efficient use of the Commissioner’s time at meetings and events and to ensure that the Commissioner is appropriately briefed for all occasions on a timely basis. In addition to general calendar management, is responsible for the Commissioner’s travel arrangements and itinerary. Prepare travel reports and requests for reimbursement, ensuring that all figures are accurate.

· Provide administrative support for the Council on Postsecondary Education including the preparation and posting of agendas, meeting materials, and minutes.

· Effectively manage the Commissioner’s correspondence. Research and draft written responses and, when appropriate, review communications prepared by others for the Commissioner and/or Chair’s signature. Review outgoing office correspondence, speeches, etc., for procedural, grammatical, and factual accuracy and revise as directed by the Commissioner. Draft original or adapted letters for the Commissioner’s signature.

· Serve as liaison to the staff at the three public institutions and members of the Council, as well as various government offices. Attend all Commissioner’s senior staff meetings and assist with appropriate follow-up actions at the conclusion of these meetings. Research and provide background information on various issues as requested.

· Effective management of the office workflow including hiring, training and supervising student employees.
· Monitor and coordinate selected expenditures from the department funds

· Maintain and administer the Commissioner’s annual administrative calendar, which identifies all recurring deadlines requiring action.

· Responsible for maintaining confidentiality and security of confidential material.

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

· Assist in responding to issues presented to the Commissioner by individuals and organizations from within and outside of higher education. Serve as liaison and facilitator to the three public institutions in terms of troubleshooting various issues and providing referral to the appropriate individual or department and subsequent follow-up when necessary.

· Perform administrative duties, such as answering phones, opening mail, filing, etc.

· Analyze and resolve routine, daily matters as they come into the office.

Receive and (in consultation with the General Counsel and Commissioner) respond to requests for public documents filed with the Office under the R.I. Access to Public Records Act.

**OCCASIONAL JOB FUNCTIONS:**

· Perform other duties and responsibilities as assigned by the Commissioner.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:** Bachelor’s degree and a minimum of 5 years relevant administrative experience.

**Skills, Knowledge, and Abilities:**

The Office of the Postsecondary Commissioner is a high-pressure professional environment characterized by multiple deadlines and constrained resources. The senior leadership team works cohesively to assist the commissioner in all aspects of governance and administration.

The assistant to the Commissioner meets these objectives by possessing the following abilities, characteristics, and experience:

· Highly advanced organizational skills.

· Demonstrated facility for multi-tasking; flexibility in shifting direction as new work priorities arise

· A demonstrated proficiency in effective time management and the ability to meet deadlines; the ability to keep other work group members on track.
· Exceptional interpersonal skills.

· Exceptional editing ability; a commitment to error-free written communication.

· Exceptional oral communication and presentation skills.

· Demonstrated ability to use sound judgment; and work independently.

· Commitment to the mission and goals of the Office of Postsecondary Commissioner.

· A positive and energetic outlook and professional appearance that conveys the image of the Office of the Postsecondary Commissioner.

· Advanced technological competence as a user, including mastery of the Microsoft Office suite of applications (Word, Outlook, PowerPoint, and Excel);

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.


Please submit applications via the employment posting at https://www.riopc.edu/page/employment/.

Interested candidates are encouraged to apply by December 11, 2020.

The Office of the Postsecondary Commissioner is dedicated to the goal of building a culturally diverse and pluralistic team committed to working in a multicultural environment and strongly encourages applications from minorities and women.

The Office of the Postsecondary Commissioner 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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER