



**COMMUNITY COLLEGE  
OF RHODE ISLAND**

**Office of Human Resources**

**POSITION DESCRIPTION**

**POSITION:** Staff Assistant II  
**LOCATION:** Knight Campus Second Floor Administration Reception  
**REPORTS TO:** Director of Administration  
**GRADE:** CCRIPSA 06  
**WORK SCHEDULE:** 25 hours per week, non-standard

**BASIC FUNCTION:**

To assist the Chemical Safety Coordinator with all aspects of compliance with federal and state hazardous substance, hazardous waste and regulated medical waste recordkeeping. To assist the Chemical Safety Coordinator in recordkeeping and approving invoices for disposal of Hazardous Waste and Regulated Medical Waste.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Keep CCRI in compliance with Chapter 28-21, the Rhode Island Right-to-Know Act**

- Send a written request once a year to every department that stores or uses hazardous substances as defined by Chapter 28-21 for a list of all hazardous substances, amounts stored, location by room number, product codes, part numbers, and manufacturers' names.
- Use MSDSPRO software to update the college's inventory of hazardous substances searchable by department, by room number, by campus, by MSDS Number and by CAS Number.
- Preparation of updated Hazardous Substance inventories for each campus by room number for yearly submission to local fire departments as required by law.
- Use MSDSPRO software to print updated MSDSs (Material Data Safety Sheets) for every Hazardous Substance in every location.
- Print updated copies MSDSs for all Hazardous Substances stored or used at all campuses.
- Maintain an MSDS file at the Knight Campus for all Hazardous Substances stored or used at the college.
- Travel to each campus as needed to replace and update MSDSs in MSDS stations outside each location where Hazardous Substances are stored or used.

**Knight Campus**

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

**Maintain Files of Hazardous Waste and Regulated Medical Waste Disposal Manifests as Required by Law:**

- After removal of Hazardous Waste or Regulated Medical Waste from college premises, mail copies of waste disposal manifests to the Rhode Island DEM as required by federal and state law.
- Receive, review and maintain files of mailed copies of Hazardous Waste and Regulate Medical Waste disposal manifests.

**Approve Payment of Waste Disposal Invoices:**

- Reconcile college records of Hazardous Waste and Regulated Medical Waste disposal manifests with mailed vendor manifest copies and invoices.

**Other Duties:**

- Assist the Dean's office with clerical support functions as needed.
- Distribute and safeguard College paychecks.
- Other related duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computer and related software, printer, telephone, typewriter, copy and fax machines.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

High school diploma or equivalency required supplemented by courses in word processing, spreadsheets, office management and related areas, associate's degree in related field preferred. At least 2 years of experience with scheduling and provision of support services for an office engaged in activities described above required. Or, any combination of education and experience that is substantially similar to the above.

***CCRI is an E-Verify Program Employer.***

***CCRI is an Equal Opportunity / Diversity Employer.***

*Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.*

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.*