



**COMMUNITY COLLEGE
OF RHODE ISLAND**

Office of Human Resources

POSITION DESCRIPTION

POSITION: Staff Assistant II
LOCATION: Office of Facility Use
REPORTS TO: Coordinator of Facility Use
GRADE: CCRIPSA 06
WORK SCHEDULE: 35 hours per week; non-standard

BASIC FUNCTION:

To assist the Coordinator of Facility Use with all aspects of managing the use of CCRI facilities by external agencies, companies and associations; to maintain all related records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Schedule the use of College facilities by external agencies, companies and associations in accordance with contracted agreements, including, but not limited to, classrooms, dining rooms, meeting rooms, grounds and Field House facilities.

Prepare contracts between the College and external client for events; prepare and distribute work orders for room set-ups and audiovisual equipment.

Ensure all preparations are made in a timely manner for each event.

Prepare all orders for payment of fees for charges incurred for support services.

Maintain all department records and files; ensure accurate purchasing and budget records are maintained.

Prepare all department correspondence and reports.

Other related administrative support duties as directed by the Facilities Coordinator or the Dean of Administration.

Knight Campus

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

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:

Knowledge of word processing and computer spreadsheets with EXCEL and similar software is required. Office Management skills, particularly scheduling and support for an office engaged in the activities described above.

High School Diploma or Equivalency is required; Associates degree preferred. At least 2 years experience in a busy office environment. A combination of education and experience substantially similar to the above may be considered.

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.

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