



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**TITLE:** Staff Assistant II

**LOCATION:** Advising and Counseling Center  
Knight Campus, Warwick

**REPORTS TO:** Director, Advising and Counseling

**GRADE:** CCRIPSA 06

**WORK SCHEDULE:** 35 hours per week; Non-Standard

**SUPERVISES:** Student Help

**BASIC FUNCTION:** To assist the Director in the administration and coordination of all Advising and Counseling services by organizing student inquiries for booked appointments, walk-ins, testing, freshman registration, and telephone calls. Also responsible for gathering, tabulating, verifying and maintaining data to be used in reports; to serve as liaison with off-campus staff members and faculty.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with the collection and verification of data for the various Advising and Counseling services.
- Assist the Director in developing, implementing and evaluating special projects.
- Create and maintain various databases, spreadsheets and other computerized files for the programs.
- Assist the Director in completing all statistical reports and surveys.
- Make travel arrangements for conferences and special functions.
- Maintain current awareness of features, modifications and/or enhancements of software used in the office, division and college.
- Enter and process data, type/word process contracts, grant proposals, syllabuses, tests, exams, certificates, internal and external reports, letters, requisitions and other correspondence.
- Assist with student registration and on-site/off-site ACCUPLACER Testing; maintain registration and testing data; input student information on the college's student information system.
- Schedule appointments; schedule training and advising and counseling services.

**Knight Campus**

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):**

- Contact students regarding scheduling, class dates, room assignments, testing and post directional information.
- Prepare requisitions and/or order program supplies and educational materials via the college's financial information system according to College policy and procedures.
- Ensure that bi-weekly and monthly timesheets for all departmental employees are completed accurately and submitted for signature/approval in a timely fashion.
- Screen students for department services eligibility; schedule freshman registration and testing.
- Coordinate and assemble freshman registration packets.
- Maintain files and records, including confidential material, required and generated by the Director.
- Answer telephones; respond to telephone, email and mail inquiries; record messages and forward to appropriate staff.
- Coordinate meetings; schedule special workshops/seminars with other colleges, universities or agencies.
- Assist the Director in program evaluation and developing schedules for staff.
- Assist with the planning and implementation of the Late Registration process.
- Other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Electric typewriter, computer, word processor, adding machine/calculator, copy machine, fax machine, telephone.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions

**QUALIFICATIONS:**

- High school diploma and advanced electronic office administration experience required. Associate's degree in office administration or related field helpful.
- Experience with computerized file maintenance, spreadsheets and graphics necessary.
- Proficiency in word processing and data base applications essential.
- Work experience in an educational setting preferred.
- Accuracy and precision in data reporting necessary.
- Strong interpersonal skills required.
- Excellent organizational skills required.
- Or, any combination of education and experience that is substantially equivalent to the above.

**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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