



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**\*LIMITED POSITION DESCRIPTION**

<b>POSITION:</b>	Staff Assistant II
<b>LOCATION:</b>	Division of Workforce Partnerships Flanagan Campus, Lincoln, R.I.
<b>REPORTS TO:</b>	Program Director
<b>GRADE:</b>	CCRIPSA 6
<b>WORK SCHEDULE:</b>	Non-Standard; 35 hours per week

**CCRI Mission:**

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

**JOB SUMMARY:** To assist the Program Director in achieving the goals and objectives of Workforce Partnerships. Contribute to the effective operation of grant programs such as Adult Skills Training; Certified Nursing Assistant Program; special projects such as Workforce Investment Act Certifications; and fee-based courses to enhance the mission of the division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assist with the collection and verification of data for the various grant funded and skilled training programs

Assist the Program Director in developing, implementing and evaluating programs and special projects.

Create and maintain various databases, spreadsheets and other computerized files for the programs.

Assist the Program Director in completing all statistical reports and surveys.

**Knight Campus**

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; maintain registration data; input student information on the college's student information system.

Contact participants 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

Assist in outreach and recruitment of program participants; screen applicants for eligibility; schedule orientation and testing;

Conduct assessment of participants' achievement levels for special programs.

Maintain files and records, including confidential material, required and generated by the Program Director.

Answer telephones; respond to telephone and mail inquiries; record messages and forward to appropriate staff.

Assist the Program Director in program evaluation and developing class schedules for Davies Career and Technical High School and Woonsocket Area Career and Technical Center; act as liaison with the program's coordinator for textbook requisitions, instructor payroll and equipment supply needs.

Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.

Demonstrate a commitment to the philosophy and mission of a comprehensive community college.

Other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Various office equipment which may include computers, typewriters, multi-line telephones, copy and fax machines, calculators, etc.

Must have access to and use of own transportation.

**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.

**\*This position is third-party funded and subject for renewal on June 30<sup>th</sup> after annual review.**

**CCRI is an Equal Opportunity / Affirmative Action Employer.**

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, [ecanning@ccri.edu](mailto:ecanning@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>