



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

**\*LIMITED**

- POSITION:** Administrative Assistant to the Director
- LOCATION:** Educational Opportunity Center / Educational Talent Search (EOC/ETS)
- REPORTS TO:** Director, TRIO Outreach Programs
- GRADE:** CCRIPSA 7
- SCHEDULE:** Non standard 35 hours/week. Some evening and weekend hours.
- SUPERVISES:** May supervise students

**BASIC FUNCTION:**

Responsible for providing staff support to project director in the daily operation and management of the Educational Opportunity Center and the Educational Talent Search Program.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assist Director as required in the daily operation of these projects.
- Create, type, proofread, edit and disseminate reports, forms, correspondence and other printed materials.
- With the Director, review, approve or deny ETS incoming student applications.
- Act as proxy in the Director's absence, to approve timesheets and leave reporting.
- Review in-state travel and other requisitions prepared by staff prior to submission to Director for approval.
- Create, update and distribute EOC client appointment sheet, staff schedules, and counselor and work study sign-in sheets.
- Review all EOC participant folders to ensure all relevant data is gathered and properly entered into AIM and Excel. In conjunction with Coordinators/Counselors, check submitted documentation to ensure error free, and correct/update data as necessary.
- Create and maintain confidential and sensitive office files and data.
- Access and process data through electronic networks and the internet using word processing and various software programs including Microsoft office suite.
- Create and maintain various databases and other items in support of these projects.
- Provide assistance and support the Director in the development of grant proposals, reports and budgets.
- Perform a variety of technical work gathering and compiling information and data.
- Duplicate and collate materials.
- Answer requests and provide information on a wide variety of project services and activities.

**Knight Campus**

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

- Handle in-person and phone requests and solve problems.
- Make routine contact with the public, state vendors and other departments.
- Maintain an inventory of supplies.
- Develop and maintain effective working relationships with various state departments' personnel and support staff and the public.
- Other duties as assigned.

## **QUALIFICATIONS:**

Associate's degree in a technical or administrative program or equivalent, plus at least one year of work related experience is required. Excellent typing skills required. Excellent communication and interpersonal skills together with a strong teamwork commitment are required. Must be able to pay conscientious attention to detail and handle multiple priorities. A working knowledge of general office practices is essential; the ability to perform duties in the areas of preparation and maintenance of materials, publication distribution and resource is required; the ability to access and process data through statewide networks using word processing, the WWW and various software programs including Access, Excel, and PowerPoint is essential; the ability to perform keyboard functions with reasonable speed and accuracy is required; the ability to compile reports is needed; the ability to establish and maintain effective working relationships with supervisors, staff and/or the public is required. Individuals who have succeeded in overcoming the disadvantages of circumstances like those of Educational Opportunity Center project participants are **strongly** encouraged to apply.

## **LICENSES, TOOLS, AND EQUIPMENT:**

Various office equipment including computer hardware and software, typewriter, telephone, calculator, copy and fax machines, etc.

## **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

\*This position is grant funded and limited to the end of the funding cycle.

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

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