



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

***LIMITED PERIOD POSITION DESCRIPTION**

POSITION: Staff Assistant II
LOCATION: Flanagan Campus
REPORTS TO: Program Director – Healthcare Workforce Transformation Initiatives Grant
GRADE: CCRIPSA 6
WORK SCHEDULE: 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 the administration and coordination of all aspects of the Healthcare Workforce Transformation Initiatives grant by gathering, tabulating, verifying and maintaining data to be used in reports and grant applications; to serve as liaison with off-campus staff members and faculty.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with the collection, verification and evaluation of data for HWTI grant proposals in relation to project design, grant deliverables, and project submission effectiveness for grant goals.
- Assist the Program Director in developing, implementing and evaluating special projects.
- Create and maintain various databases, spreadsheets and other computerized files for the grant and related programs as it relates to statistical reporting 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, internal and external reports, letters, requisitions and other correspondence.
- Schedule meetings and contact participants of events with agendas, scheduling, event locations, and directional information.
- Prepare requisitions and/or order 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.

Knight Campus

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):

- 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.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

- Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, 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 communication skills required.
- Excellent organizational skills required.

***This limited position is project-funded with the possibility of extension after December 29th**

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.

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>