



**COMMUNITY COLLEGE**  
**OF RHODE ISLAND**  
Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Senior Staff Assistant
<b>LOCATION:</b>	Library, Primarily Providence Campus
<b>REPORTS TO:</b>	Providence Campus Librarian
<b>GRADE:</b>	CCRIPSA 8
<b>WORK SCHEDULE:</b>	Non-standard hours, 35 hour work week normally Monday - Friday, 8 a.m. - 4 p.m. Alternate schedule to be arranged during intersession.
<b>SUPERVISES:</b>	May supervise student and temporary help.
<b>BASIC FUNCTION:</b>	To provide technical and clerical support primarily for the Providence Campus Library.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for the mechanical preparation and physical upkeep of library material.

To perform circulation work such as registering borrowers, charging library materials in and out, collecting fines, explaining lending rules, and reshelving books.

To provide information and assistance, where appropriate, to persons using the library.

To assist readers in the use of such equipment as talking books, records, and projectors of various kinds.

On occasion, assist in providing educational, reference, reader's advisory, and other suitable library services.

Process orders for materials and equipment, primarily for the Providence Campus Library; verify receipt and forward for cataloguing.

Process payments for received items; resolve invoice problems with jobbers.

Maintain fiscal accounts of expenditures for purchases and repairs, as well as for grant expenditures and special payroll accounts, blankets and service contracts.

Prepare reports projecting the availability of funds on a monthly and yearly basis for use in budget planning and daily accounting.

Ensure Library coordinators are aware of budget expenditures, encumbrances and balances.

Perform other clerical duties such as word processing, filing, and ordering supplies.

Responsible for training and supervising student help and organizing work schedules and workloads. Handle student timecards and payroll in the absence of supervisor.

Assign and delete library sanctions on student SIS records.

Design forms so that Library workers can compile statistical information (such as the number of patrons during weekend college hours or the use of various periodicals, newspapers, etc.) to assist the Librarian with decision-making re: future purchases.

Communicate with other state and non-state libraries in reference to materials and student records.

Do general computer hard drive maintenance on all computers that students have access to in the Providence Library (i.e. delete temp files and cookies, scanning and defragging the hard drive). Communicate with the help desk to resolve problems with Library computers.

Assist students with WebCT and Pipeline account set-up as needed.

Other related duties as required.

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

Audiovisual and computer equipment including, but not limited to, televisions, VCR's, computers, video recording equipment, projection devices, LCD panels, audio equipment and Public Address systems. Must have access to and use of own transportation.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

## **QUALIFICATIONS:**

Associate's degree required preferably in Computer Science or Information Science; Bachelor's degree in related field preferred. Two years' full-time employment in a similar capacity necessary. Strong interpersonal skills essential. Must be a self-starter with excellent organizational skills. Must lift, carry, load and unload audiovisual and computer hardware weighing up to 50 pounds and transport same to and from storage areas and classrooms, as well as off campus as needed. Must be able to reach and bend to retrieve audiovisual and other software from storage and return to storage as appropriate. Excellent keyboarding skills required. Experience using word processing, spreadsheet, and database management software packages essential. Ability to operate multimedia hardware, such as video recording equipment and projection devices necessary. Library experience using circulation systems, on-line cataloging, on-line search, and CD ROM technology required. Or, any combination of education and experience that shall be substantially equivalent to the above qualifications.

### ***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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