



COMMUNITY COLLEGE  
OF RHODE ISLAND  
Office of Human Resources

**POSITION DESCRIPTION**

**TITLE:** Coordinator (Non-Classified Service)  
**LOCATION:** Office of Human Resources  
**REPORTS TO:** Director of Human Resources  
**GRADE:** BOE 10  
**WORK SCHEDULE:** 35 hours per week; Monday through Friday

**COMMUNITY COLLEGE OF RHODE ISLAND:**

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.

**BASIC FUNCTION:** To administer the human resources functions related to the employment of non-classified staff and faculty. To assist the staff of the Office of Human Resources with the planning and implementation of day-to-day operations for the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Initiate and process all personnel actions for the College's non-classified and faculty employees to include, but not limited to, hires, terminations, leaves, upgrades, promotions and changes to demographic data. Initiate actions and correspond with non-classified employees and faculty regarding such activities as changes in employee status, changes in wages, leave requests and changes in work schedules.
- Update and verify the State paper record and Banner HRIS for the above actions as well as any other actions which affect the employment of the non-classified employees and faculty.
- Process complex material such as State required forms, department initiated studies, mass e-mailings, and statistical reports, as well as routine correspondence.
- Assist in the maintenance of the applicant database; process correspondence and respond to inquiries pertaining thereto.
- Participate in the training and supervision of student workers and temporary help staff.

**Knight Campus**

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- Prioritize work so that all required deadlines are met and the efficient operation of the department is consistently maintained; responsible for the upkeep of all office records and files.
- Maintain cordial working relationships with various College departments to ensure the proper processing, delivery and/or receipt of information.
- Provide new hire orientation to new employees regarding fringe benefits, leaves, working conditions; respond to questions and provide follow up when necessary; ensure the completeness and accuracy of all forms.
- Act as backup for other Human Resources department staff during periods of absence or peak periods.
- Ensure the confidentiality of all office transactions, files and reports.
- Assemble benefits and employment materials for individual and group orientation sessions.
- Assist with the planning, scheduling and conduct of large scale department activities such as training sessions, orientation sessions, benefits opening drives, award ceremonies, etc.
- Assist/coordinate the recruitment process for all Non Classified and faculty positions in accordance with Board of Governors and Affirmative Action policy to include the "Request to Fill" (RF1) process, posting, advertising, preparing applicant files for search committee action, apprising search committee chairpersons and preparing correspondence. Responsible for the maintenance, update and development of the computerized applicant tracking and recruiting system; modify system as necessary, prepare related statistical reports and forward essential applicant information to Affirmative Action. Serve as liaison with software and systems vendor.
- Assist/maintain the Human Resources Office web site including the employee handbook, on-line forms, personnel policies and procedures, union contracts, publications, position vacancies, news and announcements, employee benefits information, and professional development opportunities.
- Provide benefit counseling to new employees regarding fringe benefits, leaves, working conditions; respond to questions and provide follow up when necessary; ensure the completeness and accuracy of all forms.
- Advise and counsel employees on matters concerning fringe benefit coverage/changes; assist with the operation of all fringe benefit opening drives; respond to employee questions and concerns regarding coverage and applications.
- Prepare and/or design standard and specialized reports using word processing and data base applications.
- Excellent verbal, interpersonal, communication and relationship-building skills.
- Commitment to the College's mission statement and to diversity, including the ability to foster and maintain a workplace climate that is supportive of all employees regardless of their identity.
- Other related duties as assigned.

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

Personal computer, typewriter, telephone, fax machine, copiers and calculators.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

## **QUALIFICATIONS:**

- Bachelor's Degree and at least 2 years of related field experience required; or Associate's degree at least 4 years of experience required; or a high school diploma or equivalency and at least 8 years of experience required.
- At least 1 year of hands-on data management experience working with the Banner HRIS required; experience with Banner Document Management System (BDMS) preferred.
- Advanced experience using Microsoft Office suite is required.
- Experience working with RI State Personnel system required.
- Experience working in a human resources office required.
- Experience working in an institution of higher education preferred.
- Must possess strong organizational and interpersonal skills.
- Must be able to understand and maintain the confidentiality of all transactions.
- Ability to respond to employees, state agency personnel, general callers, etc., in a polite, sensitive and competent manner is an absolute necessity.

### **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, [ehcanning@ccri.edu](mailto:ehcanning@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>