



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Staff Assistant II
<b>POSITION NO.</b>	502336
<b>LOCATION</b>	Providence Campus
<b>REPORTS TO</b>	ETS Director
<b>GRADE</b>	PSA 6
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>REVISION DATE</b>	October 2024

---

**JOB SUMMARY:**

The RI Educational Talent Search is a federally funded program designed to assist economically disadvantaged youth who wish to continue their education beyond the secondary level. The program provides services to eligible 6-12th graders in targeted schools and districts. The Staff Assistant II is responsible for providing staff support to the director in the daily operation and management of the project including general office duties, recordkeeping, and assisting participants and counselors.

**DUTIES AND RESPONSIBILITIES:**

**Commitment to CCRI's Mission:**

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively with others in a diverse and inclusive environment
- Work collaboratively in a diverse, inclusive, and student-centered environment, with students of various learning styles, cultures, identities, and life experiences
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment

**Customer Service:**

- Excellent communication skills are required to greet participants and visitors both in person and over the phone/email correspondence
- Answer telephones; respond to telephone, in-person, and email inquiries; record messages and forward them to appropriate staff
- Make routine contact with community partners, state vendors, and other departments including but not limited to business office (purchasing), financial aid, and enrollment services
- Assist in outreach and recruitment of program participants; screen applicants for eligibility

**Office Skills/Office Management:**

- Familiarity with general office equipment including Windows-based desktops, laptops, multi-function printers, and telephones
- Ensure office equipment is in operating condition and reach out to the department or vendor when service is required
- Maintain an inventory of supplies for the project, and order supplies as needed

**Recordkeeping and Data Management:**

- Maintain financial records and documentation on items ordered, including copies of requisitions and communications with vendors and the business office
- Maintain minutes of staff meetings
- Type, proofread, edit and disseminate reports, forms, and other printed materials
- Assist director in reviewing ETS participant folders to ensure all relevant data is gathered and properly entered into the program database
- In conjunction with coordinators/counselors, check submitted documentation to ensure error-free, and correct/update data as necessary

- Access and process data through electronic networks and the internet using word processing and various software programs including Microsoft Office Suite and Banner
- At the direction of the program director prepare requisitions and/or order program supplies and educational materials via the College's financial information system according to College policy and procedures and assist the director in monitoring grant expenditures and conformity to line item limitations
- Maintain files and records, including confidential material, required and generated by the program director

**Departmental Support:**

- Attend in-service and other job-related training
- Communicate effectively with the director and all other project staff in order to ensure the continued successful operation of the program
- Assist in the establishment, coordination, and promotion of program events including but not limited to: workshops, college / cultural trips including TRIO Day
- Monitor and update program website, including managing applications, social media sites, and other reports in compliance with college standards
- Assist program director with coordinating meetings and preparation of agenda items
- Provide administrative program support to all grant program staff
- Perform other related duties as required

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- High school diploma
- Excellent typing skills required in both speed and accuracy
- Must be able to communicate fluently in Spanish

**PREFERRED QUALIFICATIONS:**

- Associate's degree in a technical or administrative program or equivalent, plus at least one year of work-related experience

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.