



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator Facility Use
POSITION NO.	504006
LOCATION	Warwick
REPORTS TO	Director Facilities, Maintenance & Engineering
GRADE	PSA 10
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	
REVISION DATE	April 2006

JOB SUMMARY:

To assist the Coordinator of Facility Use with all aspects of managing the use of CCRI facilities by external agencies, companies and associations; to maintain all related records

DUTIES AND RESPONSIBILITIES:

- Schedule the use of College facilities by external agencies, companies and associations in accordance with contracted agreements, including, but not limited to, classrooms, dining rooms, meeting rooms, grounds and Field House facilities.
- Prepare contracts between the College and external client for events; prepare and distribute work orders for room set-ups and audiovisual equipment.
- Ensure all preparations are made in a timely manner for each event.
- Prepare all orders for payment of fees for charges incurred for support services.
- Maintain all department records and files; ensure accurate purchasing and budget records are maintained.
- Prepare all department correspondence and reports.
- Other related administrative support duties as directed by the Facilities Coordinator or the Dean of Administration.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Knowledge of word processing and computer spreadsheets with EXCEL and similar software is required.
- Office Management skills, particularly scheduling and support for an office engaged in the activities described above.
- High School Diploma or Equivalency is required.
- At least 2 years' experience in a busy office environment.
- A combination of education and experience substantially similar to the above may be considered.

PREFERRED QUALIFICATIONS:

- Associates degree preferred.

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