



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**TITLE:** Paraprofessional

**LOCATION:** Nursing Department, Flanagan Campus

**REPORTS TO:** Nursing Department Chair

**GRADE:** CCRIPSA 8

**WORK SCHEDULE:** 35 hours per week, to be arranged by Department Chairperson and subject to change.

**SUPERVISES:** May supervise student help.

**ABOUT CCRI:**

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners 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.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

**BASIC FUNCTION:** To operate and maintain the audiovisual learning laboratory as an integral part of the Nursing (ADN, LPN, Fire Science, Community Training Center) Program curriculum.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Operate all instructional technology equipment housed in the laboratory including, but not limited to, audio/video cassette recorders, video cassettes and impulsive tapes.

- Conduct audiovisual laboratory orientation sessions for new Nursing students and faculty; assist students and faculty with the use of equipment and proper procedures.
  - Provide instruction in the use of multimedia software and web page development.
  - Accession and catalog all incoming audiovisual hardware and software; maintain and update catalogs and inventories of all equipment and material including medical supplies.
  - Perform basic preventive maintenance, decontamination and repairs on equipment; arrange for major repair work when required.
  - Assist faculty with the selection of audiovisual and computer software; notify faculty of available software programs.
  - Assist faculty in troubleshooting minor computer hardware and software problems.
  - Maintain the cleanliness and order of laboratory rooms and supplies; ensure the proper storage and disposal of hazardous waste materials.
  - Maintain related databases and records, including health records of students, certifications, licenses, etc. and prepare reports.
  - Assist in preparing departmental publications such as the Nursing Faculty Policy Manual and forms such as clinical evaluation forms, Nursing Care Plans, etc.
  - Assist in the budget process, order supplies, maintain inventory of supplies and equipment.
  - Enter CPR student status on computer data form.
- Other related duties as required.

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

Must have a working knowledge of a wide variety of audiovisual and computer hardware and software. Must be able to use and demonstrate the safe use of laboratory equipment and supplies. Must maintain the sanitary condition of laboratory equipment and supplies. Must be able to lift and/or move assorted pieces of laboratory equipment, and audiovisual and computer hardware. Position's duties may require travel to one or more of the College's campuses and facilities.

#### **ENVIRONMENTAL CONDITIONS:**

Position is exposed to chemicals, materials and equipment which may be hazardous if mishandled.

#### **QUALIFICATIONS:**

Associate's degree required. At least 2 years of experience using a variety of audiovisual and computer equipment required. Or, any combination of education and experience that is substantially similar to the above.

#### **CCRI is an Equal Opportunity / Affirmative Action Employer.**

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. 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 Title IX Coordinator at: [TitleIXCoordinator@ccri.edu](mailto:TitleIXCoordinator@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: <https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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