



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**POSITION:** Staff Assistant II

**LOCATION:** Primarily located at the Providence Campus

**REPORTS TO:** Librarian

**SALARY:** PSA 06

**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>

**JOB SUMMARY:**

To provide technical and clerical support primarily for the Providence Campus Library.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.
- Responsible for the mechanical preparation and physical upkeep of library material.
- Perform circulation work such as registering borrowers, charging library materials in and out, collecting fines, explaining lending rules, and re-shelving books.
- Provide information and assistance, where appropriate, to persons using the library.

- 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.

The most suitably qualified candidate will possess the following competencies:

- Strong interpersonal skills.
- Will be a self-starter with excellent organizational skills.
- Will have excellent typing abilities.
- Will have experience using word processing, spreadsheet, and database management software packages.
- Will have the ability to operate multimedia hardware, such as video recording equipment and projection devices.

### **QUALIFICATIONS:**

- Associate's degree (preferably in Computer Science or Information Science), required.
- Two years' full-time employment in a similar capacity, required.
- Must be able to lift, carry, load and unload equipment weighing up to 50 pounds.
- Library experience using circulation systems, on-line cataloging, on-line search, and technology, required.

### **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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