



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Staff Assistant to the Director
<b>LOCATION:</b>	Department of College Police
<b>REPORTS TO:</b>	Director of College Police
<b>GRADE:</b>	CCRIPSA 7
<b>WORK SCHEDULE:</b>	Non-standard, normally Monday - Friday
<b>SUPERVISES:</b>	May supervise dispatcher(s), other clerical staff and/or student help.
<b>ABOUT CCRI:</b>	

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 assist the Director of College Police with the planning, facilitating, and supervising all communication from the public and College Police personnel and the daily operations of the department; to maintain all office business records and files.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with managing, operating, and maintaining a log of communication utilizing software (such as IMC/Tritech) involving the receiving, collection, processing and dissemination of College police information and data relative to calls for service.
- Aid in the management, monitoring, and control electronic door locking access system daily, utilizing software (such as the Keri System) at all campuses.
- Support the daily simultaneous use of a computer-aided dispatch radio communication (MCC 5560 Dispatch), two-way radio system, RI State Police RILETS, and with all College Police personnel at all campuses, and communicate with other public safety agencies on multi-CH Backup.
- Answer CCRI's Emergency Line for all campuses, evaluate and determine the type and level of service required and direct information to appropriate respondent.
- Assist with managing, maintaining, and monitoring integrated security cameras daily (Pelco, VideoXpert software) at all campus locations, interior and exterior.
- Daily greet and process all walk-in complaints and requests for service by faculty, staff, students, vendors, and/or other public or municipal agencies to assist with college police or general business.
- Process and maintain police records and files while maintaining and protecting strict confidentiality.
- Review all correspondence and departmental mail of office and to distribute or handle such correspondence not requiring superior's immediate attention.
- Purchasing and inspecting all office equipment and supplies; including those for fire safety; ensuring the repair or replacement of defective equipment.
- Assist Director in broad areas of departmental planning of officers' daily activities; budget development, control and projection.
- Provide administrative support, compose correspondence, memoranda, reports, or other departmental materials to College Police Staff.
- Maintain and issue all College keys; schedule Locksmith services and perform key control inventory.
- Maintain strong working relationships with all internal and external offices and departments; such as state and local police, fire and RIDMV.
- Maintain a current awareness of existing State laws, College and Department policies.
- Assist with obtaining critical law enforcement information such as, but not limited to, criminal background checks and sexual offender registries.
- Inspect and purchase office supplies, equipment and supplies including, but not limited to, fire safety, (A.E.D.) Defibrillator, pads, etc. ensuring the repair or replacement of equipment as needed.
- Perform broadcasts on special functions on campus and prevailing weather conditions determined by Administration.
- Invoice all departments and organizations for special events and functions, which required College Police detail.
- Obtain Incident/Accident reports and other records as requested.
- Make travel accommodations or other necessary business arrangements for superiors.
- Prepare reports detailing or summarizing fire safety inspections, officers' daily activities, special events coverage, etc., as required.
- Schedule annual, semi-annual and monthly building fire alarm and fire extinguisher inspections located at all campuses; maintain related records and reports.
- Prepare and maintain all records mandated by the Campus Crime Awareness legislation; ensure conformity required by the Uniform Crime Reporting System.
- Assist with CPR/First Aid when needed.

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
- Other related duties as assigned.

## **QUALIFICATIONS:**

Associate's degree is required. At least 5 years of experience in a College Security/Police Department or office management position. Working knowledge of software and hardware utilized for word processing. Strong communications and interpersonal skills highly desirable.

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

Operates dispatch equipment, telephone switchboard, personal computers, NCIC/BCI RILETS, copier, fax machine, printers, digital camera, recording systems, and standard office equipment, First Aid/CPR.

## **ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually low to moderate. Job duties may require the employee to work under stressful conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **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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## **Knight Campus**

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