



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION: Staff Assistant II

LOCATION: Initially located at the Warwick Campus

REPORTS TO: Program Manager

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:

The Goldman Sachs 10,000 Small Businesses initiative is part of a national investment to unlock the growth and job creation potential of small businesses, and is based on the broadly held view of leading experts that a combination of education, business support services, and access to capital best addresses the barriers to growth for small businesses. Full program details at CCRI.edu/10KSB

A Goldman Sachs 10,000 Small Businesses Staff Assistant is one who:

- Is outcome-oriented and a problem solver
- Is detail oriented with a strong understanding of logistics

- Is a skillful communicator, creative, and an effective collaborator
- Understands event scheduling and planning
- Is dedicated to the program outcomes of job creation and revenue generation

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Staff Assistant will provide assistance and support to the Program Manager and the Outreach Director, and the 10KSB team, across a wide range of program and outreach projects and activities. Focus areas include:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Assisting with module and clinic classroom logistics
- Database management and data entry
- Assistance in the production of accurate reports in a timely manner required for tracking and reporting specific required program outcomes
- Communicating with prospective applicants and program alumni via phone, email and in-person meetings and at outreach events.
- Printing materials
- Preparing mailings
- Moving classroom tables and chairs and light equipment
- Assisting with event set-up
- Ordering food
- Taking notes at staff meetings and module debrief meetings

Other duties as needed to support program success.

The most suitably qualified candidate will possess the following competencies:

- Excellent planning, organizational, communication and interpersonal skills
- Will have demonstrated work experience related to program support
- Will be highly proficient in Microsoft Office
- Will be proficient with CRM software and WebEx; (experience with Sugar CRM a strong plus)
- Will be a quick learner
- Will have the ability to work quickly and calmly in a fast-paced, deadline-driven environment
- Will be a team player
- Will have knowledge of and interest in small business growth and entrepreneurship

QUALIFICATIONS:

High School Diploma or its equivalent, 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.

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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