



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

LIMITED POSITION*:	Staff Assistant II
LOCATION:	Division of Workforce Partnerships, Transportation Education
REPORTS TO:	Coordinator-Driver Retraining
GRADE:	CCRIPSA 6
WORK SCHEDULE:	35 hours per week; Non-Standard (Including some weekends and evenings)
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>

JOB SUMMARY: To assist the Coordinator in the administration and coordination of all Driver Retraining programs.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- To be thoroughly knowledgeable about all Driver Retraining programs; to disseminate program information by telephone and in person to potential customers as needed.
- Assist with the collection and verification of data for the various Driver Retraining programs.
- Assist the Coordinator in developing, implementing and evaluating programs and special projects.
- Create and maintain various databases, spreadsheets and other computerized files for the programs.
- Assist the Coordinator in completing all statistical reports and surveys.

- Maintain current awareness of features, modifications and/or enhancements of software used in the office, division and college.
- Enter and process data, contracts, grant proposals, syllabuses, tests, exams, certificates, internal and external reports, letters, requisitions and other correspondence.
- Assist with student registration; maintain registration data; input student information on the college's student information system and other applicable databases.
- Assist the Coordinator with class scheduling, including reserving rooms.
- Contact participants regarding scheduling, class dates, and room assignments.
- Prepare requisitions and/or order program supplies and educational materials via the College's financial information system according to College policy and procedures.
- Maintain files and records, including confidential material, required and generated by the Program.
- Answer telephones; respond to telephone and mail inquiries; record messages and forward to appropriate staff.
- Provide program information to the DMV as needed, including program completion reports and individual client information.
- Assist the Coordinator in researching individual records in an effort to troubleshoot in a timely manner as needed.
- Provide clerical and frontline support to the Division as needed.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.

Other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- High school diploma and advanced electronic office administration experience required. Associate's degree in office administration or related field helpful.
- At least one year of related experience required.
- Excellent keyboarding skills (40 WPM), data entry and working knowledge of the MS Office Suite of software applications, such as ACCESS and WORD are required.
- Excellent communication and interpersonal skills together with a strong teamwork commitment are required.
- Must be able to pay conscientious attention to detail and handle multiple priorities.
- A working knowledge of general office practices is essential.
- The ability to compile reports is needed.
- The ability to establish and maintain effective working relationships with supervisors, staff, and/or the public is required.
- A clear understanding of confidentiality and its application to a working environment.
- 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 duties as required.

***This position is third party funded and subject for renewal on an annual basis every June 30th.**

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>

WP502604_FEB2019