* LIMITED POSITION DESCRIPTION

POSITION: Staff Assistant II

LOCATION: Access to Opportunity, Initially located at the Warwick Campus

REPORTS TO: Program Director, Access to Opportunity

GRADE: CCRI PSA 6

WORK SCHEDULE: Non-Standard; 35 hours per week

SUPERVISES: Student Help

JOB SUMMARY:
To assist the program director in the administration and coordination of program activities, information, and initiatives by organizing tabulating and maintaining data to be used in reports and grant applications; to serve as a liaison with other departments within the College.

ESSENTIAL DUTIES AND RESPONSIBLITIES:
- Assist the program director in the daily operation of the program and provide administrative program support to all grant program staff.
- Assist in the establishment, coordination, and promotion of program events including but not limited to: workshops, college transfer trips, and annual recognition ceremony.
- Create and maintain program database and various spreadsheets and other computerized files for the program.
- Act as a liaison with the Information Technology department to maintain records for annual federal reporting requirements and assist with compiling data for evaluation and program reports.
- At the direction of the program director prepare requisitions and/or order program supplies and educational materials via the College's financial information system according to College policy and procedures and assist the director in monitoring grant expenditures and conformity to line item limitations.
- Act as a liaison with internal college departments, including but not limited to Advising and Counseling, Co-op and Internships, Career Services, Financial Aid, Student Services, Purchasing, Human Resources, and the Business Office.
- Provide support to program staff with navigating college systems and procedures to facilitate the performance of their duties as needed.
- Monitor and update program website, including managing online applications, tutor applications and tutor reports in compliance with college standards.
- Assist in outreach and recruitment of program participants; screen applicants for eligibility.

- Assist program director with coordinating meetings, preparation of agenda items and minutes.
- Conduct data entry and assist in the design, formatting and publishing of program newsletter.
- Identify project participants within the College's student information system (Banner).
- Maintain files and records, including confidential material, required and generated by the program director.
- Answer telephones; respond to telephone, in-person and mail inquiries; record messages and forward to appropriate staff.
- Other job-related duties as assigned.

QUALIFICATIONS:
- High school diploma and advanced electronic office administration experience required; Associate's degree in office administration or a related field preferred.
- Demonstrated proficiency with computerized file maintenance including spreadsheets, database management, word processing, and graphics is required.
- Accuracy and precision in data reporting necessary.
- Accuracy and precision required for data entry and financial transactions.
- Demonstrated ability to manage multiple projects simultaneously.
- Ability to foster strong working relationships with other departments and student groups.
- Familiarity with Banner student systems, web design/management, and desktop publishing and marketing software desired.
- Excellent communication skills necessary.
- At least two years' experience in higher education setting working with programs that serve students who are from first generation or low income backgrounds and/or who have a documented disability is required.
- Strong interpersonal skills required. Excellent organizational skills required.

LICENSES, TOOLS AND EQUIPMENT:
- Various office equipment which may include accessing student records on the college administrative computer system, personal computers, telephones, copy machines, calculators, etc.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:
- This position is not substantially exposed to adverse environmental conditions.

* **This position is grant-funded and limited to August 31st with the possibility of renewal.**

CCRI is an Equal Opportunity / Diversity Employer:
All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.