POSITION DESCRIPTION

LIMITED POSITION*: Staff Assistant II

LOCATION: Community Services, Warwick Campus

REPORTS TO: Project Director, Community Services
Coordinator, Project Sphere

GRADE: 6

BASIC FUNCTION:

To assist the Project Director, Community Services and the Coordinator, Project Sphere, in the administration and coordination of grant funded programs by gathering, tabulating, verifying and maintaining data to be used in reports and grant applications; to serve as liaison with off-campus staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist with the collection and verification of data for the various Community Services programs.

Create and maintain various databases, spreadsheets and other computerized files for the program.

Produce accurate visual representations of quantitative data using graphics software.

Tabulate and complete all statistical reports and surveys required by the Project Director and Coordinator.

Maintain current awareness of features, modifications and/or enhancements of software used in the office.

Type/word process research studies, contracts, grant proposals, syllabuses, tests, exams, internal and external reports, letters, requisitions and other correspondence.

Assist with student registration; maintain registration data.
Schedule appointments; schedule training and educational programs.

Contact participants regarding scheduling changes, testing dates, etc.

Prepare requisitions and/or order program supplies and educational materials. Contact off-campus staff members to coordinate payroll, and ensure that weekly and monthly reports are received.

Assist in outreach and recruitment of program participants; screen applicants for eligibility.

Assist in assessment of participants’ needs, interests, aptitudes and problems.

Maintain files and records, including confidential material, required and generated by the Project Director and Coordinator.

Answer telephones; respond to telephone and mail inquiries.

Duplicate materials, including various educational materials for instructors.

Other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Electric typewriter, computer, word processor, adding machine/calculator, copy machine, fax machine, telephone.

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. Experience with computerized file maintenance, spreadsheets and graphics necessary. Proficiency in word processing and data base applications essential. Work experience in an educational setting preferred. Accuracy and precision in data reporting necessary. Strong interpersonal skills required. Excellent organizational skills required. Or, any combination of education and experience that is substantially equivalent to the above.

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Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313. 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.