



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Human Resources Assistant
POSITION NO.	504014
LOCATION	Warwick
REPORTS TO	Assistant Director Human Resources
GRADE	BOE 8
WORK SCHEDULE	Non-Standard: 35 hours per week
LIMITATION (if applicable)	N/A
REVISION DATE	February 2024

JOB SUMMARY:

The Human Resources Assistant will assist with the day-to-day administration of all pre-employment and employment related matters, calendaring and other human resources matters. The Assistant will respond to employee inquiries, provide assistance as needed and support a variety of other routine human resources functions and complex projects as needed.

DUTIES AND RESPONSIBILITIES:

- Assist the VP of HR with the day-to-day administration of all pre-employment matters including but not limited to: employment, discipline, research and reports, background screenings, etc.)
- Process Tuition Waivers, reconcile tuition waiver bills from other schools.
- Manage calendars (meeting, appointments, travel, etc.) in accordance with priorities set by the Director of HR.
- Screen and interpret telephone calls; receive visitors; and supply authoritative information on policies and operations.
- Make arrangements for meetings, including scheduling, notification and preparation of materials including preparations and meeting notes.
- Prepare requisitions, order supplies receiving reports, and related materials for the acquisition and payment of goods and services.
- Type reports, correspondence, meeting minutes and other documents; set up and manage spreadsheets for tracking and analytic purposes.
- Proofread all documents and make or recommend appropriate changes or corrections in grammar, punctuation and usage.
- Organize and maintain all files of a highly confidential nature, including but not limited to personnel actions, union documents/matters, maintenance contracts, and other legal documents; maintain a log of all labor grievance activity.
- Select or compose letters and emails for transmission to correspondents.
- Perform related clerical tasks such as filing, copying, managing office budget, maintaining office supplies inventory, and managing operating office equipment, initiate requests for goods, services or information.
- Prioritize work to ensure efficiency and that all required deadlines are met. Maintain an office environment conducive and sensitive to the varying needs of employees, College and other agency officials and the general public.
- Maintain cordial working relationships with various college departments to ensure the proper processing, delivery and/or receipt of information.
- Assist with large scale department activities including but not limited to employee recognition training sessions, and other types of ceremonies.
- Perform other duties and responsibilities as assigned by the Director of HR.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- High school diploma required.
- At least three years of progressively responsible experience in a complex professional environment
- Excellent time management and organizational skills in a multiple priority environment
- Proficiency with word processing, spreadsheet, database and scheduling software; excellent interpersonal and written and verbal communication skills
- Demonstrated experience in the organization, coordination and supervision of support staff;
- Demonstrated ability to maintain confidentiality
- Demonstrated ability to work in a culturally diverse environment.

PREFERRED QUALIFICATIONS:

- Associate's degree preferred
- Ability to respond to employees, state agency personnel, union representatives, general callers, etc., in a polite, sensitive and competent manner.
- Excellent communication, organizational and strong analytical skills.
- Demonstrated competency in use of contemporary computer software including word-processing and spreadsheets, and business practices. Working knowledge of PC software for data management.
- Ability to understand and maintain the confidentiality of employee personal information relative to union related matters/grievances, affirmative action matters, HR transactions, files and reports.
- Ability to remain calm under pressure. Ability to collaborate cooperatively with others.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.