



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE: HR Assistant
LOCATION: Warwick – Knight Campus
REPORTS TO: Director of Human Resources
GRADE: BOE 7
WORK SCHEDULE: Full-time, 35 hours per week

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:

Assist the Director of HR with the day-to-day administration of all pre-employment and employment related matters, labor relations and other human resources matters. Respond to employee inquiries and provide assistance as needed. Support a variety of other routine human resources functions and complex projects as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Director 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 insure 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.

REQUIRED QUALIFICATION STANDARDS:

Education & Experience:

Associate's degree preferred; high school diploma required. The following are 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.

Skills, Knowledge and Abilities:

- 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.

Preferred qualifications in one or more of the following:

-Familiarity with Microsoft Office products, Report Writing tools, and or other information technology software.

ENVIRONMENTAL CONDITIONS: The employee is not exposed to known adverse environmental conditions.

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>