



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION: Senior Staff Assistant
LOCATION: Knight Campus
REPORTS TO: Program Manager, Goldman Sachs *10,000 Small Businesses*
GRADE: PSA 8
WORK SCHEDULE: Full Time, 35 hours / week

This position is grant funded and limited in duration to October 31, 2020, with the possibility of renewal.

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:

The Goldman Sachs *10,000 Small Businesses* initiative is part of a national investment to unlock the growth and job creation potential of small businesses, and is based on the broadly held view of leading experts that a combination of education, business support services, and access to capital best addresses the barriers to growth for small businesses. Full program details at CCRI.edu/10KSB

The Goldman Sachs *10,000 Small Businesses* Senior Staff Assistant runs the day-to-day operations of the *10,000 Small Businesses* (10KSB) classroom, supporting the faculty and scholars in all education delivery logistics, and supporting preparation and planning for each cohort. S/he plays a vital coordination role in ensuring program operations are effective for our

small business owners scholars. The Senior Staff Assistant is a key liaison to program participants and the full 10KSB team at CCRI in coordinating and scheduling key meetings and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.

Performance Category 1: Coordinate day-to-day operations of the education program:

1. Take notes at all meetings, including pre-calls, walkthroughs and debriefs
2. Assist the Business Advisors and Lead Faculty / Director of Program Delivery in coordinating all networking, mentoring, and professional services activities for the program
3. Organize and plan menu within budgets for all classes and clinics, from breakfast, coffee, water, lunch, afternoon snacks, and coordinate with caterer
4. Handle set up with facilities staff for all outreach events, classes and clinics at CCRI
5. With support from Lead Faculty / Director of Program Delivery work to acquire all curriculum materials i.e., books, duplication of articles, documents, prior to classes
6. Confirm any need for technology and work with the technology department to ensure that those needs will be handled within budget

Performance Category 2: Database management, data entry, assistance in the production of accurate reports in a timely manner required for tracking and reporting specific required program outcomes:

1. Create reports and track scholars and alumni in the 10KSB Sugar CRM
2. Create and edit reports in excel spreadsheets
3. Conduct internet research as needed

Performance Category 3: Purchasing, payments, and budget tracking:

1. Handle the process of submitting purchase orders for all items, and payment of invoices in consultation with Program Manager and Executive Director
2. Track expenditures for each cohort and coordinate with Program Manager to stay within budget

Departmental Support:

1. Participate in assessment of curriculum sessions through post-session debriefings as appropriate
2. Participate in assessment of program through team debriefing and review process
3. Support scholar recruitment and alumni events as needed
4. Other duties as needed to support program success.

MINIMUM REQUIREMENTS:

- Bachelor's degree, preferably business or program management-related
- A minimum of two (2) years' work experience related to program support, classroom management and/or event planning

COMPETENCIES:

The most suitably qualified candidate will possess the following competencies:

- Outcome-oriented and a problem solver
- Detail oriented with a strong understanding of logistics
- Skillful communicator, creative, and an effective collaborator
- Understands and is experienced in event scheduling and planning
- Extremely Proficient in Microsoft Office
- Proficient with CRM software and WebEx
- Proficient with budget tracking
- Ability to work quickly and calmly in a fast-paced, deadline-driven environment
- Dedicated to the program outcomes of small business job creation and revenue generation

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to 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>

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Knight Campus

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