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| **Position:** | Staff Assistant II |
| **Location:** | Educational Opportunity Center  Initially located at the Providence Campus |
| **Reports to:** | Director of Educational Opportunity Center/Educational Talent Search |
| **Grade:** | CCRIPSA 6 |
| **Work Schedule:** | Non-Standard; 35 hours per week.  Some evening and weekend hours may be required. |
| **Supervises:** | May supervise students |

**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 Rhode Island Educational Opportunity Center (EOC) is a federally funded program designed to provide information about financial aid and academic assistance available to adults interested in enrolling in programs of post-secondary education; to provide college admissions and financial aid application assistance and improve the financial and economic literacy of its participants.

Responsible for providing staff support to director/associate director in the daily operation and management of the Educational Opportunity Center project.

**DUTIES AND RESPONSIBILITIES:**

* Assist director and associate director as required in the daily operation of the project.
* Create, type, proofread, edit and disseminate reports, forms, correspondence and other printed materials.
* Review in-state travel and other requisitions prepared by staff prior to submission to director for approval.
* Create, update and distribute EOC client appointment sheet, staff schedules, and counselor and work study sign-in sheets.
* Review all EOC participant folders to ensure all relevant data is gathered and properly entered into AIM and Excel. In conjunction with coordinators/counselors, check submitted documentation to ensure error free, and correct/update data as necessary.
* Create and maintain confidential and sensitive office files and data.
* Access and process data through electronic networks and the internet using word processing and various software programs including Microsoft Office Suite.
* Create and maintain various databases and other items in support of the project.
* Provide assistance and support the director/associate director in the development of grant proposals, reports and budgets.
* Perform a variety of technical work gathering and compiling information and data.
* Duplicate and collate materials.
* Answer requests and provide information on a wide variety of project services and activities.
* Handle in-person and phone requests and solve problems.
* Make routine contact with the public, state vendors and other departments.
* Maintain an inventory of supplies.
* Develop and maintain effective working relationships with various state departments’ personnel and support staff and the public.
* Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
* Other duties as assigned.

The most suitably qualified candidate will possess the following competencies:

* Strong interpersonal skills.
* Strong teamwork commitment.
* Detail oriented.
* Ability to communicate effectively, verbally and in writing.
* Ability to multitask and prioritize.
* Ability to perform keyboard functions with reasonable speed and accuracy.
* Ability to access and process data through statewide networks using various technology such as (but not limited to), Word Processing, the WWW, Access, Excel and PowerPoint.

**LICENSES, TOOLS AND EQUIPMENT:**

* Various office equipment including personal computer hardware and software, telephone, calculator, copy and fax machines, etc.
* Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**

* This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

* High school diploma and advanced office administration experience required.
* Associate’s degree in a technical or administrative program or equivalent, plus at least one year of work related experience is preferred.
* Excellent typing skills required.
* Must be bilingual in Spanish.

Individuals who have succeeded in overcoming the disadvantages of circumstances like those of Educational Opportunity Center project participants are **strongly** encouraged to apply.

**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](mailto: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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