POSITION DESCRIPTION

LIMITED
POSITION*: Staff Assistant II

LOCATION: Community Education and Training, Warwick Campus

REPORTS TO: Director, Community Services

GRADE: CCRIPSA 6

BASIC FUNCTION:

To assist the Director in the administration and coordination of the Driver Education program by gathering, tabulating, verifying and maintaining data to be used in reports and other compliance requirements; to serve as liaison with outside agencies such as the Division of Motor Vehicles and Department of Transportation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist with the collection and verification of data for the Driver’s Education Program.

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

Produce accurate visual representations of quantitative data using graphics and spreadsheet software.

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

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

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

Assist with student registration; maintain registration data; input registration data into Banner system.

Assist Coordinator in resolution of problems effecting enrollment adjustments.

Schedule appointments; assist in scheduling classes and educational programs.

Contact participants regarding scheduling changes, testing dates, etc.

Prepare requisitions and/or order program supplies and educational materials.

Maintain files and records, including confidential material.

Answer telephones; respond to telephone and mail inquiries

Duplicate materials, including various educational materials for instructors.
Establish and maintain working relationships with college departments and the State Division of Motor Vehicles

Assist the Director in scheduling and preparing for professional development activities (min 3 per year)

Other related 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 necessary. Proficiency in spreadsheets, 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.

CCRI is an Equal Opportunity / Diversity Employer.
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

CWCE: 502375