



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator
POSITION NO.	502399
LOCATION	Warwick Campus
REPORTS TO	Manager, Academic and Faculty Initiatives
GRADE	BOE 12
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	May supervise full and part-time staff
LIMITATION (if applicable)	Date. Subject to renewal after annual review.
REVISION DATE	April 29, 2024

JOB SUMMARY:

Provide clerical, office management, technology and project support for the academic deans.

DUTIES AND RESPONSIBILITIES:

- Provide technology support for the daily activities of the Deans' Offices.
- Assist with developing Academic Affairs technology priorities.
- Maintain electronic calendar for deans including critical dates for activities, college meetings/events and outside meetings.
- Coordinate and implement various projects as assigned.
- Using the College's reporting tools (Banner and Argos), develop and maintain complex reports to support the Academic Affairs Division as directed by the deans.
- Develop and maintain an in-depth understanding of the functionality of the Banner student system, identification of and inter-relatedness of data elements for reporting purposes.
- Under the direction of the deans and Vice President for Academic Affairs, create, prepare, proof and update a variety of intermediate to complex correspondences, documents, reports, manuals and informational materials.
- Serve as technical liaison between the Academic Affairs Division and appropriate departments and committees as directed.
- Serve as liaison between Chairs, Deans, and other departments to gather information to appropriately respond to student issues/concerns.
- Assist with developing and implementing data standards across all Academic Division departments to enable accurate reporting.
- Provide reports, training, and technical assistance to other Division for Academic Affairs offices as directed.
- Monitor the websites for each dean for changes and report to Marketing; as well as catalog changes.
- Assist the deans with disseminating information to Academic departments as directed.
- Assist with composing and preparing correspondence for the deans.
- File, maintain and ensure the confidentiality of records, meetings, and negotiations.
- Prepare and distribute agendas and pertinent materials for meetings held by the deans including Department Chair meetings, Committee meetings, as well as take, transcribe and distribute minutes/notes of the above, as required.
- Project management related to conformance to regulations and associated reporting.
- Other related duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computer hardware and software, as well as peripherals.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Associate's degree required
- Experience with integrated application software, such as Banner, required.
- Research and data analysis experience required.
- Strong interpersonal skills and the ability to work effectively and collegially with faculty, administrators, and colleagues; ability to maintain high level of confidentiality.
- Ability to work independently on multiple assignments and to work collaboratively within a team required.
- Excellent analytical, organizational and communications skills required.
- Must be detail oriented.

PREFERRED QUALIFICATIONS:

- Bachelor's degree preferred
- Extensive knowledge of reporting software (such as Argos) preferred.
- Experience with an HTML editor for web page development preferred.
- Experience in accreditation reporting and processes preferred.
- Excellent ability to problem-solve within large institutions/systems is preferred.
- Knowledge of higher education principles, practices, and procedures and knowledge of practices and procedures of an information services organization preferred.
- Experience in technical writing and user documentation preferred.

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