



Research Assistant II (OLLI) (Part-Time)

Job applications must be submitted directly online only at <https://jobs.uri.edu>.

Search Research Assistant II (OLLI)

- **BASIC FUNCTION:**

Provide administrative support related to curriculum and member services.

Duties and Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with office related meters, including answering phones, greeting, and assisting members, preparing documents and reports, scheduling meetings, and maintaining office equipment and supplies.
- Provide technical assistance to OLLI faculty.
- Prepare and process faculty honorariums.
- Assist with the preparation of the OLLI semester Program catalog, including the input of data and proofreading.
- Process member class feedback and communicate appropriately with OLLI faculty.
- Provide member service back up including serving as registrar, processing parking registration, and other support services related to ongoing member communication.
- Provide a variety of functions to support operations and member services.

OTHER DUTIES AND RESPONSIBILITIES:

- Perform additional duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

- Personal computers, printers; word processing and spreadsheet software. Microsoft Suite (Power Point)

Required Qualifications

REQUIRED:

1. Bachelor's degree.
2. Minimum of two years' administrative experience in a complex professional environment.
3. Demonstrated analytical and problem-solving skills.
4. Demonstrated time management and organization skills.
5. Demonstrated ability to work independently.

6. Demonstrated experience with computer systems (including, but not limited to: word processing spreadsheets, Microsoft Suite and Adobe products).
7. Demonstrated strong interpersonal and verbal communication skills.
8. Demonstrated proficiency in written communication skills.
9. Demonstrated ability to maintain confidentiality.
10. Demonstrated ability to work with diverse groups/populations.
11. Demonstrated ability to work evenings as assigned.