

Class Code:.....0803AZ
Position #: (PTAA)... (NE)
Developed by:.....LA,BL
Reviewed by: DLJ
Approved by:.....LK
Date:05/16; 08/16; 08/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Research Assistant III
DIVISION: Academic Affairs
REPORTS TO: Coordinator, Osher Lifelong Learning Institute (OLLI)
GRADE: 5
SUPERVISES: Volunteers and Students

BASIC FUNCTION:

Provide administrative and financial support related to membership, curriculum, and communication and marketing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Exercise initiative and sound judgement in generating correspondence, maintaining records, producing reports, conducting communications and supporting the Director of important administrative details. Must maintain confidentiality and exercise discretion regarding work related issues.

Serve as initial point of contact for the OLLI members and prospective members and faculty. Exhibit a high degree of tact and sensitivity, dealing directly with the public, students, faculty and staff.

Manage and process new membership applications and renewals on Membership software.

Prepare monthly, quarterly and annual informational and statistical reports, and assist with the administrative task and research in preparation of the OLLI annual budget.

Coordinate all curriculum related matters, including receipt and acknowledgement of course proposals, semester schedules and faculty communication and preparation of honorariums.

Assist with the preparation of the OLLI semester Program Catalogs and maintain catalog of OLLI faculty members and lecturers with their respective course offerings.

Serve as primary registrar for OLLI courses, lectures and special events.

Process all incoming and outgoing mail, member credits, and course evaluations.

Prepare and maintain all class rosters, monthly schedule and calendar of events.

Provide classroom technical training to all OLLI faculty.

Process all procurements including, but not limited to, office supplies, computer equipment, copiers, and classroom media.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of two years' administrative experience in a complex professional environment; Demonstrated analytical and problem-solving skills; Demonstrated experience in time management and organization skills; Demonstrated ability to work independently; Demonstrated ability to prioritize; Demonstrated proficiency with computer systems, including, but not limited to: word processing, spreadsheets, Power Point, and membership software; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to provide support in relation to classroom media technology; Demonstrated ability to maintain confidentiality; Demonstrated ability to work with diverse groups/populations; and, Demonstrated ability to work evenings and weekends, as assigned.

PREFERRED: Demonstrated experience in working with older adults.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.