



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

***LIMITED POSITION DESCRIPTION**

POSITION:	Program Director, Access to Opportunity Program
LOCATION:	Access to Opportunity/Office of Opportunity and Outreach
REPORTS TO:	Dean, Office of Opportunity and Outreach
SUPERVISES:	Professional and Support Staff
GRADE:	CCRIPSA 14

BASIC FUNCTION: This position is responsible for leading and managing the day-to-day operations of the TRIO Student Support Services (SSS) grant projects by providing direct services to project participants, managing and evaluating project activities, supervising assigned project staff and ensuring the achievement of federal grant objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under supervision of the Associate Dean, promote SSS success by planning, coordinating, administering and evaluating program services and developing new services as appropriate;

Recruit, review eligibility and select participants for project participation in accordance with federal and grant guidelines;

Work with project personnel to ensure that appropriate records are maintained to document participant eligibility and record provision of services under the grant.

Maintain a full caseload of eligible participants and provide assistance as needed in the form of intrusive advising, adjustment counseling, guidance, instruction and academic support;

Motivate participants to persist toward graduation and transfer;

Teach Student Success Course and other special classes, workshops and seminars for program participants;

Monitor participants' academic progress and refer to appropriate interventions and services as necessary;

Advise participants regarding transfer options to four-year colleges and facilitate the successful transfer of participants to four-year institutions;

Work to ensure that all eligible participants are provided with sufficient financial aid;

Knight Campus

Provide leadership in the development and implementation of new student orientations and skill development, study strategies, financial literacy, transfer and motivational workshops for project participants.

Maintain the project's data collection system, generate reports of project performance; and monitor program's records to ensure compliance with federal requirements and achievement of project objectives.

Hire, supervise, train, and evaluate project personnel as assigned by the Associate Dean.

Develop and maintain collaborative efforts, relationships, and strategic alliances with internal and external constituents and other TRIO/educational opportunity programs to maximize the success of project participants.

RELATED DUTIES

Ensure accurate recordkeeping and confidentiality for program activities and participants.

Keep professionally current by participating in department and college-wide activities and training, and, when appropriate, regional and national meetings;

Conduct information/in-service training sessions for staff regarding program objectives, reporting requirements, policies and procedures of the SSS programs.

Actively participate on assigned college and community committees as well as college-wide initiatives to promote the programs and foster an environment that is supportive of the target population;
Promote a positive, student-centered, success-oriented atmosphere in the department and program.

Assist in the development of the TRIO grant proposal at time of renewal.

Communicate effectively with the Associate Dean and all other project staff in order to ensure the continued successful operation of the program.

Occasional evening or weekend work may be required;

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Various office equipment which may include computers and peripheral devices, such as printers and scanners, etc. Must have access to and use of own transportation as travel for professional reasons may be required.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

MINIMUM QUALIFICATIONS:

Master's degree in Education, Counseling, Social Work, Student Development, Higher Education Administration, Psychology, Education/Special Education or related field required.

A minimum of three (3) years' experience in providing direct student support services, such as student advisement, tutoring, student success workshops or classroom instruction, to low-income, first generation students and students with disabilities within an academic institution.

Supervisory experience

PREFERRED QUALIFICATIONS:

Excellent interpersonal and written communication skills

Experience in project management and grant proposal writing

Significant professional experience with problem solving and conflict resolution

Demonstrated advocacy, a commitment to student success and a deep understanding of the challenges faced by community college and low-income, first generation students and students with disabilities.

Ability to encourage and motivate staff and participants

Demonstrated self-starter and ability to work independently toward the attainment of program goals and objectives

Ability to thrive in a fast-paced, dynamic environment that demands flexibility, adaptability, creativity, and teamwork.

Conversational Spanish language proficiency, bilingual ability and demonstrated multi-cultural experience desired

Strong computer application skills, including knowledge of MS Office applications and social media

This is a grant position funded by the U.S. Department of Education. The Student Support Services programs collectively serve 440 students with the mission to improve student persistence, increase graduation rates and facilitate transfer to baccalaureate granting institutions within four years.

***This position is limited to August 31st with possibility of renewal.**

Individuals who have succeeded in overcoming the disadvantages of circumstances like those of the TRIO program participants are strongly encouraged to apply.

CCRI is an Equal Opportunity / Diversity Employer.

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.