



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

***LIMITED POSITION DESCRIPTION**

POSITION: Coordinator/Counselor
LOCATION: Access to Opportunity, Student Services
REPORTS TO: Program Director, Access to Opportunity
GRADE: CCRIPSA 10

BASIC FUNCTION:

To provide academic advising, career exploration and academic program development for disadvantaged students in individual and group settings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conduct academic, transfer and financial aid advising for program participants.

Maintain an on-going caseload of program participants.

Conduct academic and career assessments; facilitate academic planning and career exploration.

Coordinate support services such as tutoring skills development workshops.

Teach student success seminars for program participants.

Assist students with scheduling and program coordination.

Participate in program orientations and workshops.

Maintain documentation as required by student support services project.

Motivate and encourage participants' persistence toward achieving a postsecondary degree.

Other related duties as required.

OTHER DUTIES AND RESPONSIBILITIES:

Maintain contact with schools and agencies serving minority, low income and ESL students.

Assist with staff in-service training.

LICENSES, TOOLS AND EQUIPMENT:

Personal and mainframe computer systems.

Knight Campus

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree in Counseling, Social Work, Higher Education Administration, Psychology or Bilingual Education required. Master's degree in related field preferred. Experience working with students from low income or ESL backgrounds required; or, any combination of education and experience which substantially satisfies the above qualifications.

***This position is third-party funded and limited to August 31st with the possibility of renewal.**

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.

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