



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

***LIMITED PERIOD POSITION DESCRIPTION**

POSITION:	Coordinator/Counselor
LOCATION:	Access to Opportunity, TRIO Student Support Services Initially located at the Knight Campus, Warwick, RI
REPORTS TO:	Program Director, Access to Opportunity
GRADE:	CCRIPSA 10
WORK SCHEDULE:	Non-Standard; 35 hours per week

CCRI Mission:

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY: To provide academic advising, career exploration and academic program development for first generation, low-income and students with disabilities in individual and group settings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for recruiting and maintaining an on-going caseload of at least 75 program participants.
- Conduct academic, transfer and financial aid advising for program participants.
- Conduct academic and career assessments; facilitate academic planning and career exploration to aid in proper advisement and placement of participants.
- Coordinate and provide support services such as academic development and tutoring.
- Teach student success courses, develop and conduct skill development workshops and financial literacy activities for program participants.
- Develop needs based academic and cultural programming for SSS participants.
- Participate in developing and presenting program orientations and workshops.
- Assist students with scheduling and program coordination.
- Motivate and encourage participants' persistence toward achieving a postsecondary degree.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

- Required to achieve prescribed annual enrollment, persistence, graduation and transfer outcomes.
- Maintain eligibility documentation as required by a TRIO Student Support Services project.
- Maintain documentation of services via concise, timely, and accurate advising/counseling notes.
- Assist with data for preparation of the Department of Education Annual Performance Report.
- Assist in reporting program outcomes as required by CCRI or the state.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
- Other related duties as required.

OTHER DUTIES AND RESPONSIBILITIES:

- Maintain contact with schools and agencies serving first-generation, low income, minority and ESL students.
- Positive, proactive approach to work.
- Assist with staff in-service training.
- As program funds permit, and as directed, attend appropriate in-house and other trainings that will enhance the skills required for position.

LICENSES, TOOLS AND EQUIPMENT:

- Various office equipment which may include computers, typewriters, telephones, copy and fax machines, calculators, etc.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Bachelor's degree in Counseling, Social Work, Higher Education Administration, Communications, Psychology, Education or Bilingual Education required. Master's degree in related field preferred.
- Three (3) years' experience in providing student support services to students who are low-income, first generation in college and/or have a documented disability preferably in a college setting or with a college prep program is required.
- Ability to work independently on multiple assignments and to work collaboratively within a team is required.
- Excellent analytical, organizational and communication skills are required.
- Demonstrated advocacy and commitment to student success and a deep understanding of the challenges faced by low-income, first generation in college and/or have a documented disability.
- Must have strong interpersonal skills and ability to work effectively and collegially with students, faculty, staff, administrators, colleagues and outside parties as required.
- Well-developed oral and written communication, planning skills, and adaptability.

- Ability to establish and maintain cooperative working relationships with faculty, staff and students essential.
- Experience working with a student information system (BANNER, MS Access, DegreeWorks) is preferred.

Individuals from backgrounds similar to the target population are strongly encouraged to apply. Bilingual candidates are encouraged to apply.

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

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ecanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:
<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>