



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Coordinator – Extended Day
LOCATION:	Providence Campus
REPORTS TO:	Director of the Liston Campus
GRADE:	CCRIPSA 10
WORK SCHEDULE:	20 hours per week. 6pm-10pm, Monday through Thursday; 8am-12pm, Saturday. Work schedule will vary based on course scheduling and College recess periods. This is a nonstandard work schedule.

BASIC FUNCTION: For Extended Day programs, resolve problems requiring administrative judgment and enhance student awareness of College activities.

DUTIES AND RESPONSIBILITIES:

Provide general guidance for Extended Day staff including, but not limited to, those in the Registrar's Office, Academic Advisement, Security and Maintenance.

Resolve problems which may arise in the above or other areas such as class cancellation, scheduling conflicts and difficult situations.

Communicate College policy and changes thereto to students, staff and the public.

Maintain an awareness of Extended Day faculty attendance and ensure related reports are received by the Associate Dean of Academic Affairs Office.

In extraordinary circumstances, contact the appropriate College official for guidance.

Directly supervise the College information booth.

Other related duties as assigned.

Knight Campus

QUALIFICATIONS:

Bachelor's degree in appropriate field required. Administrative/Supervisory experience required. Strong interpersonal skills essential. Experience working in an academic institution in a public capacity required.

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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