



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE:	Campus Coordinator – Student Success Center
LOCATION:	Providence and Newport County Campuses
REPORTS TO:	Program Director – Student Success Center
GRADE:	CCRIPSA 12
WORK SCHEDULE:	35 hours per week; normally Monday through Friday Hours may vary based on the needs of the department
SUPERVISES:	Success Center support staff

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: The campus coordinator is responsible for the overall management of the Student Success Center (SSC). The SSC campus coordinator provides academic assistance through tutoring services; coordinates information and referrals to college resources; seeks ways to improve student satisfaction and retention. The Student Success Center campus coordinator helps students understand their individual learning needs, develop better study habits and behaviors, and create plans to achieve their goals. In addition, the campus coordinator facilitates New Student Welcome Day sessions. The campus coordinator supervises staff and plans and monitors campus budgets. The campus coordinator works closely with the other campus coordinators and department director to provide responsive, high quality services and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the campus site coordinator for the Student Success Center.
- Provide academic and student support services to increase retention and persistence

Knight Campus

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

- Assist in the planning, development, implementation, and evaluation of the Center's tutoring and learner support services
- Provide individualized academic support guidance and group workshops on such topics as study skills, time management, test-taking, and college adjustment
- Work with faculty to identify and refer high risk students through CCRI's early alert program
- Work with faculty to assist with the coordination, scheduling, outreach, and promotion of the Center's programs and services
- Market programs and services and monitor student participation and use
- Monitor and plan campus program operating budget
- Develop and maintain close working relationships with academic departments and divisions within the college
- Develop and maintain close working relationships with external community agencies and other student support referral sites
- Develop reports and documents as requested
- Oversee campus-based peer tutoring program and New Student Welcome Day activities
- Recruit, hire, train and supervise student employees for the Peer Tutoring and New Student Welcome Day programs
- Assist with one or more system-wide programs such as tutor training, workshop development and new student orientation and welcome activities
- Supervise professional and student staff
- Participate in college activities, including committee work and other college events
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Perform other duties as assigned

LICENSES, TOOLS AND EQUIPMENT:

- Personal computer, telephone, fax machine, copy machine, calculator
- 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 required; master's degree in related field, such as education, counseling, social work preferred
- A minimum of three (3) years' experience in providing student support services, such as student advisement, tutoring, learning disabilities assessment, student success workshops
- Demonstrated advocacy and commitment to student success and a deep understanding of the challenges faced by community college and developmental education students
- Significant professional experience with problem solving and conflict resolution
- Well developed oral and written communication, planning skills, and adaptability
- Experience in project management, teambuilding, and budget management necessary
- Ability to establish and maintain cooperative working relationships with faculty, staff and students essential
- Demonstrated knowledge and use of Banner, Tutor Trac and MS Office software required

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://www.ccri.edu/campuspolice/clery/report/>

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