



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE: Campus Coordinator – Student Success Center

LOCATION: Lincoln Campus

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

BASIC FUNCTION:

The Campus Coordinator for the Student Success Center provides academic support services, advising/counseling and community resource referrals and other related services to support student persistence and retention. The Campus Coordinator supervises staff, plans and monitors budgets and is responsible for the overall management of the Campus Success Center. The Campus Coordinator works closely with the other Campus Coordinators and Assistant Dean for Student Success 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

Assist in the planning, development, implementation, and evaluation of the Center's instructional 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 to Success Centers

Knight Campus

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

Work with faculty to assist with the coordination, scheduling, outreach, and promotion of the Center's teaching/learning offerings

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

Supervise Success Center support staff

Participate in college activities, including committee work, student orientation activities, and other college events

Perform other duties as assigned

LICENSES, TOOLS AND EQUIPMENT:

Personal computer, telephone, fax machine, copy machine, calculator

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 highly 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

Strong computer application skills, including knowledge of MS Word, Excel, Power Point required. Experience with PLATO, LASSI and Tutor Track preferred.

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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