



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**\*LIMITED PERIOD POSITION DESCRIPTION**

<b>TITLE:</b>	Director - Concurrent Enrollment and related Career and Technical Education Initiatives
<b>REPORTS TO:</b>	Assistant Dean of Business, Science, Technology and Math
<b>GRADE:</b>	CCRIPSA 14
<b>WORK SCHEDULE:</b>	Non-Standard; 35 hours per week
<b>SUPERVISES:</b>	May supervise professional and clerical support

**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 oversee the continued development, expansion and implementation of concurrent enrollment and other Career and Technical Education initiatives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintain the daily operation of a federal Perkins grant for career and technical education related programs, including high school partnerships for concurrent enrollment and articulation agreements.
- Manage the daily operations of a state RI Commerce Corporation grant for the P-TECH early college program.
- Collaborate with CCRI Office of Enrollment Services to ensure integration of grant activities with overall college recruitment, admissions and enrollment.
- Provide for public and career and technical education center high school instructor development in STEM\*\* related courses.
- Responsible for proposal writing, budget management, program development, operation outcomes and reporting.
- Responsible for meeting policies, procedural requirements and deadlines for both the funding source(s) and the Community College.
- Hire, supervise and evaluate project staff as required.

**Knight Campus**

- Design and implement curriculum development related to program objectives.
- Oversee the development and delivery of professional development and in-service training activities as required to meet grant objectives.
- Convene and meet periodically with advisory committees comprised of internal and external stakeholders as required by grant.
- Develop and implement communication strategies to inform internal and external stakeholders of project goals and outcomes.
- Provide leadership for integrating grant-funded projects into existing academic framework at the college.
- Evaluate project effectiveness annually using formative and summative measures.
- Ensure that appropriate data is collected throughout the grant cycle and report data and outcomes to the funding source according to timeline requirements.
- Work collaboratively with others in a diverse and inclusive environment.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Other related duties as assigned.

#### **LICENSES, TOOLS AND EQUIPMENT:**

- Various office equipment which may include accessing student records on the college administrative computer system, personal computers, 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:**

- Master's degree required.
- Three years of administrative experience in program planning and/or project development or the equivalent of this experience is required.
- Demonstrated skill in management including organizing workshops, meetings, and group process facilitation required.
- Demonstrated knowledge and experience with career and technical education initiatives required.
- Excellent oral and written communication skills, knowledge of workplace competencies and understanding of skills standards required.
- Work experience in secondary and/or post-secondary education is an advantage.

**\*\*STEM is Science, Technology, Engineering, and Math**

**\*This limited position is grant funded with the possibility of extension after June 30<sup>th</sup>.**

**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](mailto: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>

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