



**COMMUNITY COLLEGE
OF RHODE ISLAND**

Office of Human Resources

POSITION DESCRIPTION

LIMITED POSITION*: Program Director
LOCATION: Center for Workforce and Community Education
REPORTS TO: Associate Vice President CWCE
GRADE: CCRIPSA 14

BASIC FUNCTION:

Assist the Dean of CWCE in achieving the goals and objectives of CWCE. Contribute to the effective operation of grant programs such as Adult Skills Training; special projects such as Workforce Investment Act Certifications; and fee-based courses such as Prime Time to enhance the mission of the division. To obtain funding for and direct all fiscal and program activities of such grants, projects and programs.

DUTIES AND RESPONSIBILITIES:

Oversee the research, development, and implementation of grant programs and special projects.

Prepare and write grant proposals including narratives and budgets.

Recruit, hire, train, direct, supervise, assist and evaluate coordinators, counselors, staff assistants and instructors.

Supervise and direct the development of curricula for course certification.

Supervise and manage day-to-day operations of special projects, fee-based programs, certificate programs and grant programs.

Develop personal enrichment, education, travel and entertainment courses for the Prime Time Program.

Develop and implement appropriate strategies to promote course attendance and recruit special populations for various projects, programs and courses.

Schedule courses, promote attendance, schedule instructors, notify students, establish course fees, etc.

Knight Campus

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

Provide a learning environment; secure classroom and laboratory space, provide audio-visual material and equipment, etc.

Establish and direct management information systems relating to the grants, projects and programs.

Maintain records of attendance and completion.

Oversee the procurement, maintenance and inventorying of all educational supplies and equipment utilized by the grant, projects and programs.

Submit payroll vouchers, certification reports, progress and evaluation reports.

Serve as liaison between the college and the various funding sources in conjunction with the College's offices of Institutional Advancement and the Controller's Office.

Develop and establish marketing materials and strategic planning to assist in the recruitment of students.

Participate in the Division of CWCE's Strategic Planning efforts.

Serve as a member of the CWCE Senior Staff Team.

Perform other duties as may be required to successfully execute the performance of the programs and projects consistent with the strategic plan.

QUALIFICATIONS:

Bachelor's Degree in related field is required. Master's Degree in Adult Education or Educational Counseling is preferred. Minimum of three years' experience administering adult vocational training program is essential. Experience in developing personal enrichment, educational, travel and entertainment courses. Working knowledge of Workforce Investment Act is required. Knowledge of adult learning principles is required. Experience in grant writing and budget construction is necessary. Supervisory experience is required.

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period.

TTY: (401) 825-2313.

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.