



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

***LIMITED POSITION DESCRIPTION**

POSITION: Coordinator

LOCATION: Initially located at the Lincoln Campus

REPORTS TO: Program Director

GRADE: CCRIPSA 10

WORK SCHEDULE: 35 hours per week
Some evening and weekend work may be required

BASIC FUNCTION: To coordinate and facilitate all aspects of the State Certification Testing Program contract developed between CWCE and Pearson Vue; to assist the Director with the administration of this contract. These duties include coordinating, marketing, recruiting, testing, and skill evaluation of recent graduates of Certified Nursing Assistant Programs statewide.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain the CNA State Certification Testing contract developed between CWCE and Pearson Vue
- Schedule State Certification testing of RI CNA training program graduates
- Participate in annual evaluation of program
- Assist in the marketing and recruitment of students
- Schedule evaluation test dates, times and locations
- Oversee the building of evaluation offerings into the Banner and ICE Systems
- Order test booklets, answer sheets and other testing materials and supplies
- Oversee daily operations of testing program
- Coordinate student registration for testing
- Participate in meetings with other program and division personnel
- Maintain contact with the RIDOH and Pearson Vue
- Set up annual certification training workshops for CCRI evaluators Set up Train the Trainer workshops for RI CNA Training Programs
- Participate in staff development activities offered through CCRI

Knight Campus

LICENSES, TOOLS AND EQUIPMENT:

Personal Computer, telephone, fax, copier, equipment used in providing instruction, and other office equipment. 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 preferred with two years of experience working in a post-secondary institution -OR- Associate's degree with at least 6 years of relevant experience working in a post-secondary institution -OR- High school diploma/GED with 10 years of relevant experience working in a post-secondary institution.
- Three years of related health care training program experience required.

***This position is third-party funded and subject for renewal on June 30th after annual review.**

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