



**COMMUNITY COLLEGE
OF RHODE ISLAND**

Office of Human Resources

POSITION DESCRIPTION

LIMITED PERIOD POSITION*:	Coordinator
LOCATION:	Center for Workforce and Community Education
REPORTS TO:	Director, Adult Education/Literacy Services
GRADE:	CCRIPSA 10
WORK SCHEDULE:	Non Standard, 35 hours/week (some evening and weekend work will be required)
SUPERVISES:	Instructors, support staff
BASIC FUNCTION:	Responsible for coordinating all aspects of assigned grants,

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Primary staff member responsible for proposal writing, budget management, Program development/operations/outcomes, and reporting for specified programs. Accountable for meeting performance goals and objectives of programs. Evaluate project effectiveness annually using formative and summative measures.

Recruit appropriate candidates for the programs. Work both within the college and externally to market the program. Provide each recruit with extensive orientation.

Develop appropriate orientation program for program participants

Coordinate scheduling, staffing and logistics of onsite instructional programs

Design and implement curriculum development related to program objectives.

Assess the educational needs of each student (together with instructors). Provide case management and ongoing academic advising to students.

Serve in an instructional capacity, as required.

Assess the vocational interests, aptitudes and skills of students; provide vocational information and exploration necessary for career decision-making.

Knight Campus

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

Hire, supervise and evaluate project staff as required. Maintaining appropriate records as required.

Collaborate and meet periodically with internal and external resources and organizations to further the objectives of the grant. State-wide travel and between campuses.

Expend grant funds as appropriate including the review and purchasing of all educational materials, office supplies, and any other expenditures associated with the grant.

Work in collaboration with the Office of Institutional Advancement in order to ensure that grant funds are expended in a timely and appropriate manner.

Oversees the Providence campus CWCE office in the absence of the Director.

Other job-related duties required by the position.

Licenses, Tools and Equipment:

Various office equipment including computer and related software, telephone, calculator, copy and fax machines, etc. Must have access to and use own transportation.

Environmental Conditions:

This position is not substantially exposed to adverse environmental conditions.

Qualifications:

Minimum Bachelor's degree in Adult Education, Counseling, or related field; Master's degree in related field preferred. Excellent interpersonal communications, classroom experience, and knowledge of adult education system in Rhode Island essential. Five years' experience teaching and/or working with adults required. Knowledge of grant management and administration essential.

This position is grant funded and limited to XX/XX/XXXX

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