



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**LIMITED PERIOD**

**POSITION\*:** Coordinator, Department of Corrections

**LOCATION:** CWCE Office and Department of Corrections

**REPORTS TO:** Director-Training & Development (Planning & Enrollment Management)

**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 the Department of Corrections and CCRI Post Secondary Training.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Recruit appropriate candidates for the program including active recruitment of qualified youthful offenders. Work within the eight Correctional Industries facilities to market the program.
- Develop appropriate orientation program for program participants. Provide each recruit with extensive orientation.
- Coordinate scheduling, staffing and logistics of onsite instructional programs.
- Oversee curriculum development
- 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.
- Participate in hiring, supervising and evaluating classroom instructors.
- Maintain appropriate records.
- Collaborate with internal and external resources and organizations to further the objectives and increase the training programs in the training agreement.
- Prepare quarterly summary reports of activities, including but not limited to enrollments, student head counts, revenue and expenses and quarterly billing reports.
- Assist the Director with grant writing, as necessary.
- Expend grant funds as appropriate including the review and purchasing of all educational materials, office supplies, and any other expenditures associated with the grant.

**Knight Campus**

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

- Other job-related duties assigned or determined by Director and the Associate Director of Educational Services, Department of Corrections

**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 of a Bachelor's degree in Adult Education, Counseling, or related field is required; Master's degree preferred.
- Excellent interpersonal communications, classroom experience, and knowledge of adult education system in Rhode Island essential.
- Five years experience working with incarcerated populations and teaching and/or working with adults required.
- Knowledge of grant management and administration essential.
- Willingness to travel between campuses is required.

**\* This position is third party funded with subject to renew.**

***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*