



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

*TITLE:	Coordinator for Non-Credit Programs
LOCATION:	Varies based on assignment
REPORTS TO:	Program Director
GRADE:	CCRIPSA 10
WORK SCHEDULE:	20 hours per week Some evening and weekend work may be required
BASIC FUNCTION:	To teach and coordinate the instructional services supporting students enrolled in non-credit programs. These duties include teaching, testing, marketing, recruiting and participating in program evaluations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teach non-credit programs offered through the Division for Center for Workforce and Community Education
- Schedule and oversee assessment testing of students
- Participate in annual evaluation of programs
- Assist in the marketing and recruitment of students
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- Schedule classes
- Order books and other instructional materials
- Oversee daily operations of instructional program
- Participate in meetings with other program and division personnel
- Participate in the development and revision of curriculum
- Participate in staff development activities offered through CCRI

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.

Knight Campus

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

QUALIFICATIONS:

Master's degree in a related field and one year of experience or Bachelor's degree with three years of experience teaching in and working with adult learners required. Knowledge of GED and ESL programs are desired. Must be committed to learner-centered instruction.

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

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

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