



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

***LIMITED POSITION DESCRIPTION**

POSITION:	Coordinator, Westerly Education Center
LOCATION:	Westerly Education Center
REPORTS TO:	Director, Training and Development
GRADE:	CCRI/PSA 12
SUPERVISES:	Instructors, Teacher Assistants, Site Supervisors and Temporary Support Staff
WORK SCHEDULE:	Non-Standard; 35 hours per week Alternative scheduling crossing over multiple work shifts required

CCRI Mission:

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY:

To coordinate and provide day-to-day support for programs and services administered by CCRI at the Westerly Education Center. This position is responsible for all operations of workforce and academic classes and programs operating out of the Westerly Education Center, including maintaining all existing partnerships with business, industry and community partners. This position is responsible for providing extraordinary customer service to students, faculty, staff, partners and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as the primary contact person for CCRI activities and information at the Westerly Education Center.

Knight Campus

Facilitate the interviewing, hiring, training and coaching of instructors, and staff necessary to fulfill program needs at all Westerly satellite locations including coordinating with third party entities such as Electric Boat to ensure that qualifications and suitability requirements are met.

Responsible for scheduling and coordinating all CCRI programs and services offered at the Westerly satellite locations, including instructors and/or staff necessary to fulfill program needs.

Coordinate the offering and scheduling of courses with academic affairs and the OPC representative. Ensure that activities are scheduled in a cost effective manner while still adhering to the necessary academic outcomes.

Responsible for entry of student registration tracking and data input into CCRI Banner module as well as subsequent student achievement tracking.

Familiarity with college placement requirements, financial aid, enrollment procedures and CCRI academic and workforce development programs.

Responsible for risk management documentation for programs administered at Westerly satellites for CCRI.

Conduct feedback assessments and surveys of customer satisfaction; work with administration to facilitate improvements.

Serve as college representative with entities such as the Office of Postsecondary Council (OPC), Electric Boat and other third-party entities as needed. Maintain strong working relations with same parties as well as the College's administration and staff.

Resolve faculty and student issues and complaints when possible or refer to the appropriate administrator.

Support and assist the Executive Director of Workforce Operations and the Executive Director of Workforce Partnerships with partnership and business development activities of CCRI's workforce development efforts

Maintain current knowledge of state educational (K-16+), economic and workforce development needs, goals, initiatives in order to provide relevant programs and services in accordance with the mission, core values, and purposes of the college

Assist the Vice President of Workforce Development in the college's workforce development initiatives related to building and maintaining relationships with local employers, government, non-profit agencies, and economic development organizations, and forming training partnerships and programming to meet the respective needs of these key stakeholders

Promote CCRI's workforce development and training programs at internal and external meetings/events as requested, including participation in tours of the Westerly Education Center

Recruit participants for noncredit and credit programs; coordinate referral programs and support services available to employees/students

Coordinate and facilitate the customization or development of new programs in conjunction with employer partners and with the oversight of the Executive Director of Workforce Partnerships as required

Oversee the ordering of books, tools and other materials for classes and arranging for their delivery

Coordinate the setting up of registration and registering students for classes, including preparing paperwork and completion of certificates when applicable

Present students with certificates of completion at on-site ceremonies and assist in the placement of students upon completion of related programs

Update division's website as needed.

Communicate with CCRI departments and administration as needed to ensure program success.

Demonstrate a commitment to the philosophy and mission of a comprehensive community college

Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.

Other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Proficiency in Microsoft personal computer products and college's administrative banner system.

Various office equipment including MFD, telephone, and calculator.

Must have access to and use of personal transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelors in Vocational Education/Technical Training or related field required; Masters in Adult Vocational Education preferred.

Relevant work experience in technical/industrial laboratory or machine trade environment is preferred.

Experience coordinating the delivery of workshops, seminars or training sessions to groups or individuals, preferably adult populations, is required.

Must be adept using word processing and spreadsheet software.

Must have excellent written and oral communications skills.

Excellent organizational skills with attention to detail.

Experience supervising adult students/workers in an educational/training setting is required.

Must be able to work independently and apply good decision making skills.

Demonstrated ability to work collaboratively in a team oriented environment.

***This position is limited to June 30th with the possibility of continuation after review.**

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Associate Vice President for Equity and Human Resources, Elizabeth Canning, ecanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://www.ccri.edu/campuspolice/clery/report/>

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