



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**\*LIMITED PERIOD POSITION DESCRIPTION**

**TITLE:** Program Director – Pathways to STEM Apprenticeship Initiative  
**REPORTS TO:** Executive Director, Workforce Partnerships  
**GRADE:** CCRIPSA 14  
**WORK SCHEDULE:** Non-Standard; 35 hours per week  
**SUPERVISES:** May supervise professional and clerical support

**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 oversee the implementation and daily operations of the Pathways to STEM Apprenticeship initiative.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for budget management, program development, operation outcomes and reporting.
- Collaborate with CCRI Office of Enrollment Services to ensure integration of grant activities with overall college recruitment, admissions and enrollment.
- Assist with recruitment and selection of participants for project participation in accordance with grant guidelines.
- Monitor participants' academic progress and refer to appropriate interventions and services as necessary.
- Work to ensure that all eligible participants are provided with access to appropriate college services.
- Responsible for meeting policies, procedural requirements and deadlines for both the funding source(s) and the College.
- Hire, supervise and evaluate project staff as required.

- Develop and maintain collaborative efforts, relationships, and strategic alliances with internal and external partners to maximize the success of project participants.
- Convene and meet regularly with partners comprised of internal and external stakeholders as needed to fulfill the requirements of the grant.
- Ability to identify and meet with employer partners to create tailored apprenticeship models that meet their needs.
- Develop and implement communication strategies to inform internal and external stakeholders of project goals and outcomes.
- Provide leadership for integrating grant-funded projects into existing academic framework at the College.
- Ensure that appropriate data is collected throughout the grant cycle and report data and outcomes to the funding source according to timeline requirements.
- Evaluate project effectiveness annually using formative and summative measures.
- Work with internal and external partners to identify opportunities to scale and/or expand initiative beyond current scope and focus, as appropriate.
- Work collaboratively with others in a diverse and inclusive environment.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Other related duties as assigned.

#### **LICENSES, TOOLS AND EQUIPMENT:**

- Various office equipment which may include accessing student records on the college administrative computer system, personal computers, telephones, copy and fax machines, calculators, etc.
- 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 required; Master's degree preferred.
- Three years of administrative experience in program planning and/or project development or the equivalent of this experience is required.
- Demonstrated skill in management including organizing workshops, meetings, and group process facilitation required.
- Demonstrated knowledge and experience with career and technical education initiatives preferred.
- Experience with the Apprenticeship model of workforce development preferred.
- Excellent oral and written communication skills, knowledge of workplace competencies and understanding of skills standards required.
- Work experience in secondary and/or post-secondary education is an advantage.
- Ability to encourage and motivate staff and participants.
- Demonstrated self-starter and ability to work independently toward the attainment of program goals and objectives.
- Ability to thrive in a fast-paced, dynamic environment that demands flexibility, adaptability, creativity, and teamwork.

**\*\*STEM is Science, Technology, Engineering, and Math**

\*This limited position is grant funded with the possibility of extension after September 30<sup>th</sup>.

**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 Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, [ecanning@ccri.edu](mailto: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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