



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

LIMITED POSITION*: Coordinator/Counselor

LOCATION: Educational Opportunities Center

REPORTS TO: Director, TRIO Outreach Programs

GRADE: CCRIPSA 10

BASIC FUNCTION:

To establish, coordinate and conduct activities to inform low-income persons about post secondary education opportunities; to assist individuals in selecting, applying for and gaining financial support for specific post secondary educational purposes.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Establish the initial contact with community leaders and agencies to promote and establish EOC services in new areas and/or to new groups of potential clients; perform related needs assessments.

Identify clients eligible for EOC services, determine services needed and provide said services.

Carry out direct outreach activities at GED centers, community based organizations, high schools, community meetings and other appropriate settings.

Maintain a network of contacts and resources in the target areas to promote EOC services and activities; act as EOC liaison with professional organizations whose policies impact on EOC clients.

Serve as staff in EOC out-stations and assist persons seeking information about post secondary programs and services of EOC.

Provide direct advising to persons seeking post secondary education including the use of GIS terminal and other data resources; identify appropriate support services.

Assist clients with educational goals clarification; perform academic and vocational assessments.

Knight Campus

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

With service providers, coordinate and provide follow-up and advocacy for persons during the period in which they apply for school admissions, financial aid and related services; and while enrolled in a post secondary institution.

Develop and maintain comprehensive knowledge and information on financial and academic assistance programs, requirement policies and procedures for use in serving EOC clients.

Assist in all project's special events.

Identify client's needs and refer to other social service agencies when appropriate.

Maintain individual caseload reports, records and documentation.

Submit monthly reports to Assistant Director, EOC.

Attend in-service and other job related trainings.

Communicate effectively with Project Director and all other project staff in order to ensure the continued successful operation of the program.

Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Telephone, copy machine, calculator, personal computer. 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 in related field required. At least 2 years of experience with post secondary educational programs and advising similar populations required. Strong interpersonal and communications skills required. Bilingual in Asian and/or Hispanic languages preferred. Must be able to work independently with minimal supervision. Knowledge of community service agencies and supportive services in RI. Or, any combination of education and experience that is substantially equivalent to the above.

***This position is grant funded and limited to XXXXXX.**

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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