



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>*LIMITED POSITION:</b>	Coordinator/Counselor
<b>LOCATION:</b>	Educational Opportunities Center
<b>REPORTS TO:</b>	Director, Educational Opportunities Center
<b>GRADE:</b>	CCRI PSA 10
<b>WORK SCHEDULE:</b>	Non-Standard; 35 hours per week; Some evening work required

*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:**

The Rhode Island Educational Opportunity Center (EOC) is a federally funded program designed to provide information about financial aid and academic assistance available to adults interested in enrolling in programs of post-secondary education; to provide college admissions and financial aid application assistance and improve the financial and economic literacy of its participants.

The Coordinator/Counselor establishes, coordinates and conducts activities to inform eligible participants about post-secondary education opportunities; assists them in selecting and applying to programs of postsecondary education; and in gaining financial aid for post-secondary educational purposes.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Establish the initial contact with community based agencies to promote and establish EOC services in new areas and/or to new groups of potential participants; perform related needs assessments.
- Identify and recruit 500 participants eligible for EOC services, determine services needed and provide said services.
- Carry out direct outreach activities at GED centers, community based organizations, community meetings and other appropriate settings.

- Maintain a network of contacts and resources in the target area to promote EOC services and activities; act as EOC liaison with professional organizations whose policies impact EOC participants.
- Serve as staff in EOC off-site offices; assist persons seeking information about post-secondary programs and project services.
- Provide direct advising to persons seeking post-secondary education; identify appropriate support service
- Assist participants in clarifying educational goals; perform academic and vocational assessments.
- With service providers, coordinate and provide follow-up and advocacy for project participants.
- Develop and maintain comprehensive knowledge and information on financial aid and academic assistance programs, their requirements, policies and procedures for use in serving EOC participants.
- Identify participants' needs and refer to other social service agencies, when appropriate.
- Maintain individual caseload reports, records and documentation.
- Submit monthly reports to Associate Director.
- Attend in-service and other job related trainings.
- Communicate effectively with Director and all other project staff in order to ensure the continued successful operation of the program.
- Assist in all project's special events.
- 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 assigned.

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

- Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, 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 in counseling, social work, education, higher education administration or an appropriate field related to program objectives.
- Minimum of two (2) years of experience with federal TRIO programs, academic support programs, or similar educational programs advising low income and or potential first generation college bound students, is required.
- Extensive knowledge of postsecondary education programs and admissions and financial aid processes required.
- Strong verbal, written and interpersonal communications skills required.
- Excellent knowledge of community service agencies and supportive services in RI preferred.
- Must be able to work independently with minimal supervision.
- Bilingual (Spanish, Portuguese and/or Asian languages) candidates preferred.

Individuals who have succeeded in overcoming the disadvantages of circumstances like those of the Educational Opportunity Center project participants are strongly encouraged to apply.

**\*This position is grant funded and limited to August 31<sup>st</sup> with possibility of renewal after annual 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 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://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>

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