



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

LIMITED

- POSITION*:** Associate Director – TRIO Outreach Programs
- LOCATION:** Educational Opportunity Center, Providence Campus
- REPORTS TO:** Director, TRIO Outreach Programs
- GRADE:** CCRIPSA 13
- WORK SCHEDULE:** Non-Standard; 35 hours per week; some evening work included
- SUPERVISES:** students; coordinates professional staff

JOB SUMMARY: With the Director, plan and manage all phases of the Educational Opportunity Center, including coordinating outreach activities, preparing program reports, analyzing budgetary information and assisting with preparing grant applications. Responsible for the project's data collection and management information system, evaluating program activities, and program public relations. Provide direct advising and information on student financial assistance

ESSENTIAL DUTIES AND RESPONSIBILITIES:

With the Director, responsible for the coordination of all outreach and counseling activities of the EOC Program.

Identify and maintain liaison with public and private programs that can provide a service, assistance or information to target populations; this involves postsecondary institutions, both public and private, and also social service agencies, secondary schools, etc.

Set up and maintain the project's Management Information System by using specific computer programs, as needed to insure that all relevant project data is collected and properly documented; to monitor program's records and outcomes to ensure compliance with federal requirements. Submit reports at least monthly on the basis of the MIS.

Conduct routine studies, statistical analyses and prepare other data related to EOC operational goals.

Knight Campus

Engage in research and planning activities necessary for the success of EOC; analyze, document and report client demographics, needs and services; progress and outcomes conduct. EOC evaluation activities.

Participate in program policy and procedures formulation.

With the Career Counselor, responsible for program's marketing and communications to ensure a true and unified view of the project as a whole.

Assist in developing and organizing project special events.

Coordinate matters pertaining to EOC with appropriate College departments and offices.

Provide direct advising to persons seeking postsecondary education, including financial aid information and assistance.

Identify clients' needs and refer to other social service agencies, when appropriate.

Maintain individual caseload reports, records and documentation.

Attend in-service and other job-related training.

Train new TRIO program staff.

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

Submit monthly work reports to the Director.

Under supervision of the Director and in absence of the Director, coordinate and administer grant program activities

Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Computer and related software programs.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:

Master's degree required. Such degree in Education/Special Education, Counseling, Social Work, Student Development, Higher Education Administration, Public Administration, or related field preferred. At least three years of experience providing educational and support services to low income, first generation participants in a postsecondary institution or other college access program required; Experience managing student/relational database required. Must have grant writing and program reporting experience. At least two years of supervisory experience required.

Individuals who have succeeded in overcoming the disadvantages of circumstances like those of the TRIO Outreach Programs participants are strongly encouraged to apply.

*This position is grant funded and limited to August 31st with the possibility of renewal.

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

EOC502052
12/2015