



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

LIMITED POSITION*: Coordinator/Counselor

LOCATION: Educational Talent Search Center

REPORTS TO: Director, TRIO Outreach Programs

GRADE: CCRIPSA 10

WORK SCHEDULE: 35 hours per week, non-standard, some evening work required

BASIC FUNCTION:

The RI Educational Talent Search is a federally funded program designed to assist economically and disadvantaged youth who wish to continue their education beyond the secondary level. The program provides services to eligible 6-12th graders in targeted schools and districts. The Coordinator/Counselor provides academic, career and educational counseling, as well as technical assistance with the entire admission and financial aid application process. The Coordinator/Counselor also provides motivational support, academic counseling and acts as advocate for program participants.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Recruit, identify and screen secondary school students eligible for ETS services; determine and provide services needed.

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

Orient secondary school personnel to the ETS program.

Serve as staff in secondary schools and other sites and assist persons seeking information about post secondary programs and services of ETS.

Develop and coordinate support services such as tutoring and skills workshops for participants.

Provide direct vocational, career and academic advising to persons seeking post secondary education including the use of technology and other data resources. Assist enrolled participants in clarifying realistic educational goals. Identify needed

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

support services.

Maintain counseling caseload of program participants and documentation, reports and records. Submit monthly reports to the Assistant Director.

Assist students with course selection and audit student grade reports.

Monitor developed mentor/mentee relationships.

Maintain a network of contacts and resources in project area to promote RIETS and all program services.

Coordinate and provide follow-up and advocacy for persons who are enrolled in the ETS program.

Interact with and support the staff of community based organizations to assist them in publicizing the RIETS in low-income communities throughout the State.

Develop and maintain a referral network with schools and agencies serving minority, low income and ESL students.

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

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

Assist in all project special events.

Attend in-service and other job related training.

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

Perform other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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 recruiting and advising experience with educational programs serving low-income students required. Experience working within a post-secondary educational institution and in a Title IV grant program required. Strong interpersonal and communications skills and strong organizational skills essential. Extensive knowledge of post-secondary education programs and financial aid opportunities. Ability to work independently with minimal supervision. Or any combination of education and experience which is substantially equivalent to the above education and experience.

*This position is grant funded and limited to XXXXXXXX

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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