



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**LIMITED**

**POSITION\*:** Coordinator/Counselor

**LOCATION:** Educational Talent Search Center

**REPORTS TO:** Director, Educational Opportunities Center/ETS

**GRADE:** CCRIPSA 10

**WORK SCHEDULE:** Non-standard, some evening work required

**BASIC FUNCTION:**

The RI Educational Talent Search is a federally funded program designed to identify, recruit, enroll and assist eligible youths in completing secondary school and enrolling in a post-secondary program. The project provides services to eligible 6-12th grade students in selected target middle and high schools. Each Coordinator/Counselor identifies, recruits, and serves a caseload of 250-300 project participants; provide academic, career, college and educational counseling, as well as technical assistance with the entire college admission and financial aid application process. Coordinator/Counselors act as advocates and provide motivational support for program participants to promote high school retention and graduation, college enrollment, and degree attainment.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

Recruit, identify and screen secondary school students eligible for ETS services.

Determine and provide program services needed.

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

Educate secondary school personnel and participant parents about program goals and services.

Serve as staff liaison in target secondary schools and other sites.

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

Provide one-on-one or group vocational, career and academic advising to project participants.

**Knight Campus**

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

Maintain a counseling caseload of 250-300 program participants, as well as individual caseload documentation, reports and records.

Submit monthly reports to the Director.

Identify participant's needs and refer to other programs or social services agencies when appropriate.

Assist participants with course selection and audit student grade reports.

Monitor mentor/mentee relationships.

Coordinate and provide follow-up and advocacy for program participants.

Develop and maintain a comprehensive knowledge and information on financial aid resources, area academic support programs; their requirements, policies and procedures for use in serving ETS participants.

Interact with and support target schools and community-based organizations personnel to accomplish program goals and objectives.

Develop and maintain a referral network of schools and agencies serving low income and potential first generation college bound students.

Maintain a network of contacts and resources in project area to promote RIETS, its goals, objectives and services.

Assist in all project special events.

Attend in-service and other job related training.

Communicate effectively with Project Director, Associate 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, calculator, copy machine, personal computer. Must have access to and use of own transportation.

#### **QUALIFICATIONS:**

Bachelor's degree in education, counseling, social work, higher education administration or an appropriate field related to program objectives required. Minimum of two (2) years of experience with federal TRIO programs, academic support programs, advising or similar educational programs serving low income and/or potential first generation college bound students required. Extensive knowledge of post-secondary education programs, admissions and financial aid processes are required. Excellent interpersonal and communication skills and the ability to work

independently with minimal supervision are essential. Experience working in a secondary or post-secondary educational institution useful.

Individuals who have succeeded in overcoming the disadvantages of circumstances similar to those of RIETS 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 / 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