



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

*LIMITED POSITION:	Coordinator/Counselor
LOCATION:	Educational Opportunity Center Liston Campus, Providence
REPORTS TO:	Director, TRIO Outreach Programs
GRADE:	CCRIPSA 10
WORK SCHEDULE:	Non-Standard; 35 hours per week Some evening work required

CCRI Mission:

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: To establish, coordinate and conduct activities to inform low-income, first generation persons about available financial aid and post secondary education opportunities; to provide assistance to individuals in selecting, applying for and gaining financial assistance in enrolling in programs of post secondary education.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Establish and maintain 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, ESL programs, 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 EOC clients.
- Serve as staff in EOC off-site locations and assist persons seeking information about post secondary programs and services of EOC.
- Provide direct advising to persons seeking post secondary education using a variety of resources; identify appropriate support services as needed.
- Assist students with the preparation and submission of applications for admission to postsecondary institutions.
- Assist students with the preparation and submission of applications for financial assistance including but not limited to the FAFSA, and required supporting documentation, at postsecondary institutions.
- Assist clients with educational goals clarification; perform academic and vocational assessments.
- 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, college special admissions and academic assistance programs, their requirements, policies and procedures, for use in serving EOC clients.
- Identify client's needs and refer them to other social service agencies when appropriate.
- Maintain individual caseload reports, records and documentation as required.
- Required to achieve prescribed annual admissions, financial aid and postsecondary enrollment goals and outcomes annually.
- Submit monthly activities reports on progress toward meeting annual goals to the Director.
- Attend in-service and other job related trainings.
- Maintain eligibility documentation as required by a TRIO Educational Opportunity Centers (EOC) project
- Maintain documentation of services via concise, timely, and accurate advising/counseling notes.
- Assist with data for preparation of the Department of Education Annual Performance Report.
- Assist in reporting program outcomes as required by CCRI or the state.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
- Communicate effectively with Project Director and all other project staff in order to ensure the continued successful operation of the program.
- Assist in all project's special events.
- Other related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Maintain contact with schools and agencies serving first-generation, low income, minority and ESL students.
- Positive, proactive approach to work.
- Assist with staff in-service training.
- As program funds permit, and as directed, attend appropriate in-house and other trainings that

will enhance the skills required for position.

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 counseling, social work, education or related field required.
- At least 2 years of experience providing services to students who are low-income, or first generation in college, preferably in a college setting or with a college prep program is required.
- Comprehensive knowledge of community service agencies and supportive services in RI preferred.
- Must have strong interpersonal skills and ability to work effectively and collegially with students, faculty, staff, administrators, colleagues and outside parties as required.
- Ability to work independently on multiple assignments and to work collaboratively within a team is required.
- Excellent analytical, and organizational skills are required.
- Well-developed oral and written communication, planning skills, and adaptability.
- Ability to work independently on multiple assignments and to work collaboratively within a team is required.
- Experience working with a student information system (BANNER, MS Access, DegreeWorks) is preferred.
- Must be able to work independently with minimal supervision.
- Must have access to and use of own transportation.

Individuals who have succeeded in overcoming the disadvantages of circumstances similar to those of the Educational Opportunity Center participants, are strongly encouraged to apply. Bilingual (Spanish, Portuguese and/or Asian languages) candidates preferred.

***This position is grant funded and limited to August 31, 2019, with possibility of renewal after annual review through August 2022.**

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 Associate Vice President of Institutional Equity & Human Resources, Elizabeth Canning, 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://www.ccri.edu/campuspolice/clery/report/>

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