



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

*LIMITED POSITION:	Coordinator/Counselor
LOCATION:	Educational Opportunities Center
REPORTS TO:	Associate Director Educational Opportunities Center
GRADE:	CCRI PSA 10
WORK SCHEDULE:	Non-standard, some evening work required

BASIC FUNCTION:

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 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.

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 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.

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

***This position is grant funded and limited to August 31st 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

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