



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Coordinator– Newport Campus
<b>LOCATION:</b>	Newport Campus Administration
<b>REPORTS TO:</b>	President
<b>GRADE:</b>	BOE 12
<b>WORK SCHEDULE:</b>	35 hours per week; non standard

**BASIC FUNCTION:** To coordinate the day-to-day programs and services offered at the Newport Campus and to serve as the “point” person for campus activities and information. Assures the scheduling and management of all programs and services offered at this Campus. This position is responsible for providing extraordinary customer service to students, staff, clients and visitors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Respond to inquiries from department chairpersons, faculty, students, administrators and staff, as well as from external agencies, institutions and the general public. Disseminate pertinent information to and from the campus community.

Resolve faculty and student issues and complaints when possible or refer to the appropriate administrator.

Assist the Office of Enrollment Services in the scheduling and of classroom space at the Newport Campus. Act as on-site facilities coordinator, overseeing and monitoring outside functions during the day, evening and weekends. Ensure that requested items and equipment are available and delivered.

Serve as liaison to the Director of Administration. Resolve facilities and security issues not requiring the immediate attention of the Director. Keep the Director apprised of related issues and concerns. Act in capacity of Campus Security Authority.

With the Information Technology Department, monitor the usage of and need for specific technology related equipment, hardware and software. Make appropriate recommendations.

At the direction of the President, establish and maintain partnerships with agencies and organizations including, but not limited to, chambers of commerce, service clubs, schools, institutions of higher education, and community-based agencies.

Schedule and provide campus tours to visitors as directed or upon request.

Process and maintain confidential fiscal and budget records, as well as other office files.

**Knight Campus**

Manage the office's budget. Report any concerns to the President. Assist members of the College community by providing general fiscal information and/or referrals.

Process materials and recommendations to be forwarded to the President, Office of Higher Education, Board of Education and/or other representatives of State agencies and institutions.

Advisor for Newport Student Government and Student Veteran Organization. Coordinate all Newport Campus based clubs with Student Affairs.

Work with President and Institutional Advancement to identify and assist with grant opportunities.

Serve as the local spokesperson for the Campus on behalf of the President.

Serve on committees as required. Serve on Presidents Council.

Maintain strong working relations with individuals in leadership position in major areas of the College's administration.

Other related duties as assigned.

#### **LICENSES, TOOLS AND EQUIPMENT:**

Personal computer, telephone, fax machine, copy machines.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions

#### **QUALIFICATIONS:**

Bachelor's degree in related field required. Master's degree preferred. Must be a flexible, energetic, self-starter with a positive and confident demeanor. Must have excellent written and oral communications skills. Familiarity with CCRI programs is essential. Must be adept using word processing and spreadsheet software. Experience using Banner Student and Finance required. Strong organizational and interpersonal skills essential. Must have access to and use of own transportation.

#### **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