



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

LIMITED PERIOD POSITION DESCRIPTION*

POSITION:	Program Manager
LOCATION:	Initially located at the Warwick Campus
REPORTS TO:	Executive Director – Goldman Sachs 10,000 Small Businesses
GRADE:	PSA 10
WORK SCHEDULE:	Non-Standard; 35 hours per week
SUPERVISES:	Support Staff

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: A Goldman Sachs 10,000 Small Businesses (GS10KSB) Program Manager is one who:

- Is outcome-oriented and a problem solver
- Is detail oriented with a strong understanding of logistics
- Is a skillful communicator, creative, and an effective collaborator
- Understands event scheduling and planning
- Is dedicated to the program outcomes of job creation and revenue generation

DUTIES AND RESPONSIBILITIES:

The Program Manager is responsible for supporting the day-to-day operations of the program at the Community College. S/he will play a vital coordination role in ensuring program operations are effective for program scholars and staff. The Program Manager will be a key liaison to program participants and support the Executive Director at the Community College in coordinating

Knight Campus

and scheduling key meetings and activities. The Program Manager reports to the Executive Director of the Community College.

The specific duties of the GS10KSB Program Manager include:

- Manage the coordination of day-to-day operations of the program at the Community College in support of the Executive Director
- Provide relevant, accurate, and timely information related to schedules, events, and administrative matters
- Coordinate and produce teaching materials and needs with the Lead faculty
- Ensure program components are scheduled in a timely fashion
- Assist the Business Advisors and Lead Faculty at the Community College in coordinating all networking, mentoring, and professional services activities
- Utilize technology to capture information related to program participants
- Assist the Executive Director with tracking budget expenditures and staying within budget
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.

Specific Tasks:

- Handle set up with facilities staff for all outreach events, classes and clinics at CCRI
- Confirm any need for technology and work with the technology department to ensure that those needs will be handled within budget
- Organize and plan menu within budgets for all classes and clinics, from breakfast, coffee, water, lunch, afternoon snacks and confirm reliability of caterer
- Handle the process of submitting purchase orders for all items, and payment of invoices after consultation with Executive Director
- Manage the college's dedicated email account and telephone line and ensure that requests or questions are routed to the appropriate staff
- With support from Lead Faculty, work to acquire all curriculum materials i.e., books, duplication of articles, documents, prior to classes
- Assist the Outreach Director to process and track scholar applications to the program
- Support scholar recruitment and alumni events as needed
- Participates in assessment of curriculum sessions through post session debriefings as appropriate
- Participates in assessment of program through team debriefing and review process

Other duties as needed to support program success.

QUALIFICATIONS:

- Bachelor's degree preferred.
- Three years' work experience related to program support and event planning required.
- Excellent planning, organizational, communication and interpersonal skills
- Extremely Proficient in Microsoft Office
- Proficient with CRM software and WebEx
- Experience and proficiency with budget tracking and grant management

- Ability to work quickly and calmly in a fast-paced, deadline-driven environment
- Bi-lingual (Spanish) speaker a plus

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

***This position is grant funded and limited in duration with the possibility of renewal.**

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 Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ehcanning@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://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>