



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

LIMITED PERIOD POSITION DESCRIPTION*

POSITION: Director of Program Delivery

REPORTS TO: Executive Director - Goldman Sachs 10,000 Small Businesses
Rhode Island

GRADE: PSA 15

WORK SCHEDULE: Non-Standard; 21 - 27 hours per week

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: The Goldman Sachs 10,000 Small Businesses (10KSB) Director of Program Delivery is one who:

- Is responsible for the curriculum content and instruction delivery of the 10KSB program, as well as the integration of the curriculum with the other key components of the program, business advising and the opportunity to access capital
- Is responsible for the planning and delivery of the curriculum as designed by Babson College and for any localization done in partnership with Babson
- Is part of the site delivery leadership team and is responsible for the recruitment, training and ongoing development of all site module faculty members.
- Brings appropriate academic and / or practitioner experience to the classroom, and is committed to an instructional approach that is theory-based, disciplinary integrated and experientially focused
- Uses a model of community engagement, and is dedicated to the program outcomes of job creation and revenue generation

Knight Campus

DUTIES AND RESPONSIBILITIES:

- Instructs the first and last module, and opens and closes every module, clinic and/or workshop
- Assists in the identification, recruitment, and development of module faculty at CCRI
- Participates in the national 10KSB Training Seminar
- Plans with Babson and leads development of the localized materials as described in the core curriculum
- Proposes curriculum innovations for core and localized sections
- Assists in the identification and recruitment of local Business Support Services (BSS)
- Meets with the identified Business Support Services to plan curriculum delivery (exercises, panels, etc.)
- Assists in planning the points of integration with curriculum, BSS, networking, and access to capital
- Assists in the planning and delivery of cohort orientation
- Supervises the preparation of all course materials and course delivery logistics (room, equipment, etc.)
- Leads the local faculty team at CCRI. Coordinates scheduling and assists mod faculty as needed to support quality curriculum delivery
- Leads preparatory walk-throughs for each module (in person) and does so in conjunction with Babson for the first several cohorts
- Serves as key local “go to” person for curriculum questions or issues
- Responsible for delivery of Mod 1 and Mod 9
- Delivers the integrated core/localized curriculum as assigned
- Provides specific content linkages for scholars across sessions and modules
- Participates in the Measurement and Evaluation system (closed loop assessment process) throughout the program
- Modifies curriculum and/or teaching style based on assessment results and professional development experiences
- Coordinates with 10KSB Business Advisors on program content and delivery
- Participates in bi-weekly debriefing sessions to support program integration and consistency, includes faculty from the prior sessions and faculty for the upcoming sessions
- Participates in Scholar Support Service calls
- Assists with local maintenance of Basecamp to support current scholars
- Attends opening and closing program events and all clinics at CCRI
- Networks with business support services to enhance the local entrepreneurship ecosystem
- May assist in the scholar recruitment and interview process
- Leads assessment of faculty and assessment of sessions
- Participates in assessment of scholars overall program
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.

Other duties as needed to support program success.

QUALIFICATIONS:

- Bachelor's degree and deep content knowledge in a field related to entrepreneurship and/or small business required; advanced degree and deep content knowledge in a field related to entrepreneurship and/or small business preferred.
- Expert in adult learning techniques and group facilitation, emphasizing experiential and peer learning approaches
- Expert in blending theory and practice and integrating across business disciplines in a classroom
- Ability to recruit, select, train, develop and coach site module faculty
- Understanding of the business advising process
- Ability to build and sustain a high functioning and performing faculty team
- Excellent spoken and written communication skills
- Experience with academic program design, implementation, and operations
- Excellent interpersonal skills
- High personal and professional ethical standards

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, 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://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>