



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

LIMITED

POSITION*:

Director, REACH Program

LOCATION:

Flanagan Campus

REPORTS TO:

Dean, Office of Opportunity & Outreach

GRADE:

CCRIPSA 15

WORK SCHEDULE:

Non standard, 35 hours per week

SUPERVISES:

Coordinator / Counselors, Counselor/Advisors, Instructors, clerical support and other program staff as assigned.

BASIC FUNCTION: This position directs the federally funded REACH/RIW Programs, working in cooperation with the Rhode Island Department of Human Services and other funding sources as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Direct and maintain the day to day operation of each program within the guidelines and stipulations of the grant awards.

Write continuation grant proposals, negotiate terms of the contract and otherwise secure funding for REACH - RIW operations.

Oversees the activities of program personnel located on all campuses of the Community College of Rhode Island and at community locations in order to ensure that services are provided consistently at all locations in accordance with contractual obligations.

Submits educational training program applications on behalf of the Community College in order to expand the educational opportunities that can be offered to FIP recipients. Upon receiving approval certifies enrollment of the participants in the program and oversees the collection of fees for these newly approved training programs.

Oversee the collection and entry of appropriate fiscal, client, and service data to ensure that reporting requirements of all subcontracting agencies are met. Submit reports as required.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

Responsible for promoting program services and accomplishments to external agencies so as to provide a true and unified view of the project as a whole. Establish, foster and maintain a cooperative relationship with all stakeholders.

Negotiates in-kind matching contributions and manages overall project budget, certifies, signs and submits reports on that budget. Overall program reports as required by funding sources in coordination with the Office of Institutional Advancement.

Keeps the College's administration abreast of all major developments in the program.

Establish working relationships with internal and external programs, departments and agencies; serve on program-related committees affiliated with the College and with external agencies and institutions.

Conduct orientations for the staff regarding program objectives, reporting requirements, policies, procedures, etc.

LICENSES, TOOLS AND EQUIPMENT:

Must have access to and use of own transportation. Must be able to use a personal computer and related software. CCRI, SIS & DHS's InRhodes Computer systems knowledge.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Masters degree in counseling, higher education administration, educational leadership or related field required. At least 3 years experience directing a grant is required. Preferred experience in grant writing. Extensive experience with the specific services delivered by the REACH Program to include assessment, career planning, remediation, English as a second language, post-secondary case management, and work readiness is required. Extensive experience in working with diverse clienteles to include those who are educationally and economically disadvantaged is preferred.

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