



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Coordinator – Academic Affairs
LOCATION:	Academic Affairs
REPORTS TO:	Vice President for Academic Affairs
GRADE:	BOE 12
WORK SCHEDULE:	Non-Standard; 35 hours per week
SUPERVISION EXERCISED:	May supervise full and part-time staff

BASIC FUNCTION: Provide technology and project support for the activities of the Office of Vice President for Academic Affairs and related academic offices as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide technology support for the daily activities of the Office of Vice President for Academic Affairs.
- Assist with developing Academic Affairs technology priorities.
- Coordinate and implement various projects as assigned.
- Using the College’s reporting tools (Discoverer and Argos) and operational data system (ODS), develop and maintain complex reports to support the Academic Affairs Division as directed by the Vice President for Academic Affairs.
- Develop and maintain and in-depth understanding of the functionality of the Banner student system, identification of and inter-relatedness of data elements for reporting purposes.
- Under the direction of the Vice President for Academic Affairs, develop annual report cycles and strategies to support indirect assessments related to academic programing and disciplines.
- Serve as technical liaison between the Academic Affairs Division, the Information Technology Department, and appropriate departments and committees as directed.
- Serve as liaison to Academic Department Chairs, Academic Deans, and their support staff related to their technology and reporting needs.
- Serve as liaison between Chairs, Deans, and other departments to gather information to appropriately respond to student issues/concerns reaching the VP of Academic Affairs.
- Assist with developing and implementing data standards across all Academic Division departments to enable accurate reporting.
- Provide reports, training, and technical assistance to other Division for Academic Affairs offices as directed.
- Update and develop web pages as directed.
- Assist the Vice President with disseminating information to Academic departments as directed.

Knight Campus

- Assist with composing and preparing correspondence for the Vice President.
- Project management related to conformance to regulations and associated reporting.
- Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computer hardware and software, as well as peripherals.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:

- Bachelor's degree required, Master's degree preferred.
- At least one year of experience with integrated application software, such as Banner, required. Extensive knowledge of reporting software (such as Argos) preferred. Experience with an HTML editor for web page development preferred.
- Experience in accreditation reporting and processes at the state, regional and federal levels, as well as, discipline specific accreditation processes required.
- Supervisory and training experience required.
- Research and statistical analysis experience required.
- Excellent ability to problem-solve within large institutions/systems is required.
- Knowledge of higher education principles, practices, and procedures and knowledge of practices and procedures of an information services organization preferred.
- Strong interpersonal skills and the ability to work effectively and collegially with faculty, administrators, and colleagues required; ability to maintain high level of confidentiality a must.
- Ability to work independently on multiple assignments and to work collaboratively within a team required.
- Excellent analytical, organizational and communications skills required. Must be detail oriented.
- Experience in technical writing and user documentation 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.