



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Coordinator – Student Affairs
LOCATION:	Student Affairs
REPORTS TO:	Vice President of Student Affairs & Chief Outcomes Officer
GRADE:	BOE 12
WORK SCHEDULE:	Non-Standard; 35 hours per week
SUPERVISION:	May supervise full and part-time 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: Provide administrative, technology and project support for the activities of the Office of Vice President of Student Affairs and related Student Affairs offices as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide administrative, technology and project support for the daily activities of the Office of Vice President of Student Affairs.
- Serve as the primary point of contact for the Office of the Vice President of Student Affairs, responding to and managing inquiries from faculty, staff, students, and outside parties.
- Coordinate and implement various projects as assigned, including student outcomes tracking initiatives, college-wide strategic initiatives and various presentations and communications.
- Assist with tracking and monitoring Student Affairs divisional priorities.

Knight Campus

- Using the College's reporting tools (Discoverer and Argos) and operational data system (ODS), develop and maintain complex reports to support the Student Affairs Division as directed by the Vice President of Student Affairs.
- Develop and maintain an 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 Student Affairs, develop annual report cycles and strategies to support assessments related to Student Affairs programming and services.
- Serve as liaison between the Student Affairs Division, the Information Technology Department, and appropriate departments and committees as directed.
- Serve as liaison between Deans, Directors and other departments to gather information to appropriately respond to student issues/concerns reaching the Vice President of Student Affairs.
- Manage the team of student workers within Student Affairs and other employees as assigned.
- Provide reports, training, and technical assistance to other Division for Student Affairs offices as directed.
- Update and develop web pages as directed.
- Assist the Vice President with disseminating information to Student Affairs departments as directed, including development of a monthly divisional newsletter.
- Assist with composing and preparing correspondence for the Vice President.
- Project management related to conformance to regulations and associated reporting.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computer hardware and software, as well as peripherals.

Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Bachelor's degree required, Master's degree preferred.
- Higher education experience preferred, with particular preference given to experience in a student affairs role.
- Clear desire to serve students and deliver on the mission of the Community College of Rhode Island required.
- Extensive experience with Microsoft Office applications, including Excel, PowerPoint, Word and Outlook, required.
- Extensive experience with integrated application software, such as Banner, preferred.
- Extensive knowledge of reporting software (such as Argos) preferred.

- Experience with an HTML editor for web page development preferred.
- Knowledge of higher education principles, practices, and procedures preferred.
- Knowledge of higher education law, including FERPA, Clery Act and Title IX preferred.
- Supervisory and training experience required.
- Research and analysis experience required.
- Excellent analytical, organizational and communication skills required.
- Excellent ability to problem-solve within large institutions/systems is required.
- Strong interpersonal skills and the ability to work effectively and collegially with students, faculty, administrators, colleagues and outside parties required.
- Positive, proactive approach to work 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.
- Must be detail oriented.

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>