



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator Career & Technical Education
POSITION NO.	502805
LOCATION	Warwick Campus
REPORTS TO	Director of Concurrent Enrollment and Related CTE Initiatives
GRADE	PSA 10
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Does this position supervise others
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	October 2024

JOB SUMMARY:

The P-TECH (Pathways in Technology and Early College High School), STEM-Connect, and Career and Technical Education (CTE) programs are federally funded through the Perkins Grant. P-TECH provides opportunities for high school students to earn college credit and possibly a certificate and/or an Associate's Degree in a STEM (Science, Technology, Engineering and Math) related field. High school CTE juniors and seniors can earn CCRI credit through the STEM-Connect program which includes dual and concurrent enrollment and CTE programs.

The Career and Technical Education (CTE) Coordinator will provide clerical, office management, technology and project support for the Director of Concurrent Enrollment and Related CTE Initiatives.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively with others in a diverse and inclusive environment

Organization / Work Management:

- Take and disseminate minutes at P-TECH and CTE meetings
- File, maintain and ensure the confidentiality of records, meetings, and negotiations
- Maintain electronic calendar for Concurrent Enrollment, P-TECH and CTE, including critical dates for activities, college meetings/events and outside meetings

Technical Knowledge / Expertise:

- Provide technology support for the daily activities of the Director of Concurrent Enrollment & Related CTE Initiatives Office
- Develop and maintain an in-depth understanding of CCRI's Student Information System (Banner), in order to assist with updating P-TECH cohorts and verifying student course enrollment
- Analyze Concurrent Enrollment, P-TECH and CTE data
- Develop and maintain the P-TECH / CTE Website

Project Management:

- Plan/coordinate P-TECH and STEM events, including STEM Workshops and STEM Day
- Coordinate and implement various projects as assigned
- Be able to work on multiple projects simultaneously
- Administer the Student Placement Exam (Accuplacer)

Program Development:

- Assist with developing P-TECH and CTE technology priorities
- Serve as liaison to CCRI faculty/departments, other CCRI divisions, and high schools as directed
- Work and guide CTE high schools to develop cohort groups in requested subject areas
- Provide support and follow-up with CTE high schools

- Assist with high school CTE cohort registrations
- Coordinate P-TECH Scope & Sequence development and revision
- Assist with the Perkins Grant creation and implementation
- Other related duties as assigned by the Director of Concurrent Enrollment

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Associate's degree
- Excellent ability to manipulate data in Excel
- Excellent ability to problem-solve within large institutions/systems
- Excellent analytical, organizational and communication skills
- Strong interpersonal skills and the ability to work effectively and collegially with students, faculty, administrators, colleagues and outside parties
- Positive, proactive approach to work
- Ability to maintain high level of confidentiality
- Ability to work independently on multiple assignments and to work collaboratively within a team
- Detail oriented

PREFERRED QUALIFICATIONS:

- Bachelor's degree
- Experience with Banner and HTML editor for web page development
- Higher education experience

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.