



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator Counselor TRIO
POSITION NO.	501976, 502596, 502734
LOCATION	Knight Campus
REPORTS TO	Program Director Access to Opportunity
GRADE	PSA 10
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	N/A
LIMITATION (if applicable)	August 31, 2025
REVISION DATE	April 30, 2024

JOB SUMMARY:

To provide academic advising, career exploration and academic program development for first generation, low-income and students with disabilities in individual and group settings.

DUTIES AND RESPONSIBILITIES:

- Responsible for recruiting and maintaining an on-going caseload of at least 75 program participants.
- Conduct academic, transfer and financial aid advising for program participants.
- Conduct academic and career assessments; facilitate academic planning and career exploration to aid in proper advisement and placement of participants.
- Coordinate and provide support services such as academic development and tutoring.
- Teach student success courses, develop and conduct skill development workshops and financial literacy activities for program participants.
- Develop needs based academic and cultural programming for SSS participants.
- Participate in developing and presenting program orientations and workshops.
- Assist students with scheduling and program coordination.
- Motivate and encourage participants' persistence toward achieving a postsecondary degree.
- Required to achieve prescribed annual enrollment, persistence, graduation and transfer outcomes.
- Maintain eligibility documentation as required by a TRIO Student Support Services project.
- Maintain documentation of services via concise, timely, and accurate advising/counseling notes.
- Assist with data for preparation of the Department of Education Annual Performance Report.
- Assist in reporting program outcomes as required by CCRI or the state.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
- Maintain contact with schools and agencies serving first-generation, low income, minority and ESL students.
- Positive, proactive approach to work.
- Assist with staff in-service training.
- As program funds permit, and as directed, attend appropriate in-house and other trainings that will enhance the skills required for position.
- Other related duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

- Various office equipment which may include computers, typewriters, telephones, copy and fax machines, calculators, etc.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Counseling, Social Work, Higher Education Administration, Communications, Psychology, Education or Bilingual Education required. Master's degree in related field preferred.
- Three (3) years' experience in providing student support services to students who are low-income, first generation in college and/or have a documented disability preferably in a college setting or with a college prep program is required.
- Ability to work independently on multiple assignments and to work collaboratively within a team is required.
- Excellent analytical, organizational and communication skills are required.
- Demonstrated advocacy and commitment to student success and a deep understanding of the challenges faced by low-income, first generation in college and/or have a documented disability.
- Must have strong interpersonal skills and ability to work effectively and collegially with students, faculty, staff, administrators, colleagues and outside parties as required.
- Well-developed oral and written communication, planning skills, and adaptability.
- Ability to establish and maintain cooperative working relationships with faculty, staff and students essential.

PREFERRED QUALIFICATIONS:

- Experience working with a student information system (BANNER, MS Access, DegreeWorks) is preferred.
- Individuals from backgrounds similar to the target population are strongly encouraged to apply. Bilingual candidates are encouraged to apply.

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