



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator Non-Credit Programs
POSITION NO.	502639
LOCATION	Varies based on assignment
REPORTS TO	Director Adult Education and Literacy Services
GRADE	CCRIPSA 10
WORK SCHEDULE	Non-Standard: 20 hours per week
SUPERVISION	N/A
LIMITATION (if applicable)	Date. Subject to renewal after annual review.
REVISION DATE	September 2023

JOB SUMMARY:

To teach and coordinate the instructional services supporting students enrolled in non-credit programs. These duties include teaching, testing, marketing, recruiting and participating in program evaluations.

DUTIES AND RESPONSIBILITIES:

Teach non-credit programs offered through the Division for Center for Workforce and Community Education

- Schedule and oversee assessment testing of students
- Participate in annual evaluation of programs
- Assist in the marketing and recruitment of students
- Schedule classes
- Order books and other instructional materials
- Oversee daily operations of instructional program
- Participate in meetings with other program and division personnel
- Participate in the development and revision of curriculum
- Participate in staff development activities offered through CCRI

LICENSES, TOOLS, AND EQUIPMENT:

Personal Computer, telephone, fax, copier, equipment used in providing instruction, and other office equipment.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree in a related field and one year of experience or Bachelor's degree with three years of experience teaching in and working with adult learners required.
- Must be committed to learner-centered instruction

PREFERRED QUALIFICATIONS:

- Knowledge of GED and ESL programs

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