



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Coordinator
<b>POSITION NO.</b>	502897, 502900, 502724, 502463
<b>LOCATION</b>	Multi-Campus Locations
<b>REPORTS TO</b>	Director, Division of Workforce Partnerships
<b>GRADE</b>	PSA 10
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	Does this position supervise others
<b>LIMITATION (if applicable)</b>	Date. Subject to renewal after annual review.
<b>REVISION DATE</b>	April 26, 2024

---

**JOB SUMMARY:**

With the Director, promote offerings and direct the development of workforce initiatives with employer, industry and community partners. Assist with workforce development efforts, including, but not limited to, customized training in business and industry; regional workforce development programs; and professional/career training programs. Identifying funding opportunities; coordinating support services for workforce development students; and function as an active liaison between business, industry, community partners and academic departments. Establish and develop business and industry partnerships and keep current with the workforce needs of the region in order to provide relevant programs and services.

**DUTIES AND RESPONSIBILITIES:**

- Work with Director to coordinate scheduling, staffing and logistics of workforce programs.
- Maintain appropriate records and provide summary report of activities as needed or requested.
- Collaborate with internal and external resources and organizations to further the objectives and increase the training opportunities offered through assigned programs.
- Interview, hire and evaluate instructors; prepare appointment letters indicating course, schedule and pay rate, and initiate appropriate payroll documents.
- Coordinate the ordering of books and other materials for classes; arranging for their delivery
- Coordinate the setting up of registration and registering students for classes, including preparing paperwork and completion of certificates when applicable.
- Present students with certificates of completion at completion ceremonies.
- Customize or develop new programs as required.
- Assist the college's workforce development initiatives related to building and maintaining relationships with local employers, government, non-profit agencies, and economic development organizations, and forming training partnerships and programming to meet the respective needs of these key stakeholders.
- Collaborate with partners including CCRI faculty and staff and external stakeholders to identify funding to support workforce development programs including grants, contracts and partnerships.
- Undertake strategic projects and initiatives (research, reporting, software testing, etc.) as assigned.
- Stay current with changes in industry sectors particularly as it relates to workforce development and training needs.
- Promote CCRI's workforce development and training programs at internal and external meetings/events as requested.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Perform other duties as assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

All modern office equipment and software, including but not limited to Microsoft Office, PowerPoint, Excel and Word.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Associates Degree plus 5 years of experience
- Demonstrated experience in implementing successful workforce training programs.
- Demonstrated exceptional interpersonal and communication skills.
- Computer spreadsheet, database and word processing experience required.

**PREFERRED QUALIFICATIONS:**

- Experience working with representatives from business and industry in identifying and delivering industry workforce training needs is desired
- Must be poised, professional and energetic with a positive and confident demeanor.

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