



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Director TRIO Educational Opportunity Center & SSS Programs
POSITION NO.	501714
LOCATION	Warwick
REPORTS TO	Dean Community Standards
GRADE	PSA 15
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	
REVISION DATE	September 2019

JOB SUMMARY:

Reporting to the Dean, Office of Opportunity and Outreach, the Director is responsible for the overall development, planning, administration and day-to-day management of the RIEOC and two classic SSS programs; ensures compliance with all aspects of federal regulations pertaining to programs. Provides leadership to project staff. Oversees and coordinates all planning and execution of services provided to participants.

DUTIES AND RESPONSIBILITIES:

Administrative

- Oversee program planning and assessment for RIEOC and SSS programs including goals and objectives, annual progress reports and participant enrollment into programs.
- Establish and supervise the operation of RIEOC and SSS programs management information systems.
- Build, administer and evaluate program budgets. Work closely with the Controller's Office, Institutional Advancement, and Dean, Office of Opportunity and Outreach to ensure proper spending.
- Ensure proper and timely grant reporting and disseminate reports to external and internal stakeholders.
- Recruit and confirm eligibility of program participants.
- Work with Institutional Advancement, Institutional Research and other departments to support the development of TRIO grant proposals; develop all fiscal plans and expend project funds as required.
- Keep the Dean, Office of Opportunity and Outreach, abreast of all major developments in the RIEOC and SSS programs.

Leadership/Management

- Establish working relationships with internal and external partners, departments and agencies that serve the RIEOC and SSS target populations.
- Recruit, hire, lead and supervise RIEOC and SSS personnel.
- Participate in Opportunity & Outreach leadership team meetings, serve on college committees and participate in a variety of college-wide meetings and activities as necessary and appropriate to promote the RIEOC and SSS programs.
- Conduct information/in-service training sessions for staff regarding program objectives, reporting requirements, policies and procedures of the RIEOC & SSS programs.
- Promote continuous learning and professional development for all RIEOC and SSS staff by participating in local, regional and national conferences and training opportunities.
- Ensure RIEOC and SSS staff responsibilities are allowable per federal regulations and align with college goals, policies and procedures and applicable governing and/or collective bargaining units.

Conduct regular performance evaluations to ensure continuous improvement and identify

opportunities for growth.

- Promote a positive and inclusive work environment that supports the professional growth of

staff while championing a commitment to service excellence and student/participant success.

Student Success

- Recruit and confirm eligibility of project participants.
 - Conduct outreach to and provide services to adults that promote their entry into programs of postsecondary education.
 - Provide required and permissible services to eligible CCRI students to enhance their engagement, persistence, academic performance, timely graduation and transfer to baccalaureate institutions.
- Perform other related duties as required.

REQUIRED QUALIFICATIONS:

- Master's degree in a related field required with a minimum of five years of administrative and supervisory experience in higher education.
- Demonstrated experience with federal TRIO grant administration, management and knowledge of successful proposal writing.
- Knowledge of social identities, oppression and privilege.
- Ability to work effectively and collaboratively in a diverse, inclusive and student-centered environment, with participants of various learning styles, cultures, identities, and life-experiences
- Excellent analytical, organizational, written and interpersonal communication skills,
- Lead with integrity, ethics, compassion and intercultural humility.
- Demonstrated ability to motivate and manage energetic, outcome-oriented teams.
- Ability to travel to meetings, trainings and off-campus project locations.
- Demonstrated self-starter and ability to work with minimal supervision.
- An unwavering spirit of optimism and commitment to the success of every program participant.
- A passionate commitment to educational opportunity and the mission of CCRI.

PREFERRED QUALIFICATIONS:

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