



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Executive Director of Adult Education and Multi-Language Programs
POSITION NO.	502895
LOCATION	Campus
REPORTS TO	AVP of Administration
GRADE	BOE 17
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Professional and administrative staff, consultants, lecturers, and student help; administrative supervision of instructors.
LIMITATION (if applicable)	Date. Subject to renewal after annual review.
REVISION DATE	April 26, 2024

JOB SUMMARY:

CCRI's Division of Workforce Partnerships works in close collaboration with industry and business leaders to ensure the college's offerings are meeting both current and future workforce needs. The division provides Workforce, Adult Education, and Transportation Education programs as well as Career Services and Employer Solutions in service to the Rhode Island community and beyond.

The Executive Director of Adult Education and Multi-Language Programs provides oversight for the program, partnership and business development activities of CCRI's adult education and multi-language program efforts. The Executive Director will be responsible for developing a strategic vision and implementation plan to provide statewide opportunities for adult learners to access a variety of non-credit and credit-bearing literacy and language services with the goal of enhancing CCRI's role as the partner of choice for adult education and multi-language programming. The Executive Director will work closely with all divisional staff to achieve the goals of the division in accordance with the mission, core values, and purposes of the college.

DUTIES AND RESPONSIBILITIES:

- 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.
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.
- Serve as the college's lead representative and subject matter expert for all adult education and multi-language program matters.
- Build, manage and sustain a high-functioning and performing adult education and multi-language partnerships team.
- Supervise departmental staff and work with them to develop and meet key performance indicators; Effectively communicate expectations to team members and external stakeholders.
- Remain abreast of trends in career and adult education, employment, the economy, and in affiliated business and industry.
- Promote the college's adult education and multi-language programs and services throughout the State to ensure maximum awareness; and effectively manage employer, industry partner, community partner and stakeholder relationships.
- Collaborate with partners including CCRI faculty and staff and external stakeholders to identify and secure funding to support adult education and multi-language programs including grants, contracts and partnerships.
- In collaboration with the Executive Director of Workforce Partnerships and the Executive Director of Workforce Operations set and maintain adult education and multi-language programs budget.
- Work closely with the Executive Director of Workforce Partnerships and the Executive Director of Workforce Operations to ensure high-quality delivery of adult education and multi-language programs consistent with the expectations of the college, industry partners and other key stakeholders.

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 required; Master's degree is preferred
- Minimum of five years' of work experience in developing adult education and/or workforce programs and partnerships
- Bilingual in English/Spanish
- Demonstrated partnership development across a wide range of business, industry, and community partners
- Demonstrated experience working in a busy, diverse environment with multiple stakeholders
- Demonstrated exceptional interpersonal and communication skills
- Strong writing skills with the ability to convey complex subject matter clearly and accurately
- Exceptional ability to build relationships with employees at all levels of the organization and perform in a broad range of environments including academic and business
- Demonstrated team-oriented managerial skills required
- Must be poised, professional and energetic with a positive and confident demeanor
- Must display drive for innovation and problem-solving
- Ability to think creatively to leverage the college's resources in delivery of workforce training needs
- Significant computer spreadsheet, database and word processing experience required

PREFERRED QUALIFICATIONS:

The most suitably qualified candidate will possess the following competencies:

- Strong partnership development skills.
- Strong managerial skills.
- Strong interpersonal skills.
- Strong organizational skills.
- Ability to communicate effectively, verbally and in writing.

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