



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Program Director Maritime Trades
POSITION NO.	502858
LOCATION	Westerly Campus
REPORTS TO	Executive Director, Workforce Operations, Division of Workforce Partnerships, or designee
GRADE	BOE 12
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Program Coordinator Maritime Trades Training (2) and Coordinator – Westerly Satellite
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	September 2024

JOB SUMMARY:

The Division of Workforce Partnerships is looking for a Program Director Maritime Trades to lead the Westerly Satellite workforce maritime training, supervise full-time staff, part-time instructors, support the campus' overall needs and to lead projects at the Westerly Education Center. The incumbent will also have oversight of all scheduling and design of our proprietary maritime trades' curriculum, while also teaching them. The Program Director Maritime Trades will work closely with all Westerly full-time staff to ensure the success of the maritime trades that they teach within. They will act as lead with the guidance of the Executive Director on all employer engagement that will help strengthen and deepen our relationship with relevant employer relationships to ensure successful student outcomes of assigned programs. This role is in response to employer demand and can include day, evening and/or weekend hours. The Program Director Maritime Trades will be flexible and nimble, and their schedule may vary week-to-week to accommodate employer and college needs.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Lead, supervise and coach full-time and part-time instructors, and staff
- Work collaboratively with others in a diverse and inclusive environment
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences

Teamwork, Leadership and Collaboration:

- Supervise all full-time staff and part-time instructors
- Provide one-to-one and group coaching, mentoring and training for all instructors, staff and training assistants
- Plan, organize and facilitate small group instruction workshops for instructors and training assistants
- Conduct all train-the-trainer and onboarding training for new instructors
- Approve of the progression from training assistant to instructors
- Collaborate with the coordinator and external partners to continually improve curriculum and its delivery
- Collaborate with the Westerly Education Center staff to ensure program related material is purchased and available to meet course objectives
- Attend in-service training, program meetings and other program-related events as needed

Technical Knowledge/Expertise:

- Provide classroom and hands-on instruction in our proprietary maritime trades' curriculum (pipefitting, sheet metal and/or electrical) and other-related areas as needed
- Prepare effective lesson plans and provide supplemental material to achieve course objectives and address student needs

- Meet with maritime trade's employer partners and attend all curriculum-based meetings to ensure college curriculum is representative of the employer's needs
- Communicate class content utilizing a variety of teaching methods so that learning occurs, skills are developed, and students are motivated to learn and achieve their educational and employment objectives

Organization, Project Management and Employer Engagement:

- Oversee the design and implementation of organized work plans, equipment use standards and lab use schedules
- Implement employer and industry partnership strategy to support the growth of our maritime partnerships
- Serve as primary point of contact for maritime employer partners and the Westerly Education Center in regards to curriculum, safety, scheduling, hands-on training and supplies
- Use technology to enhance instruction, communicate effectively with students and colleagues and complete program record keeping and reporting requirements
- Keep detailed and organized records of students' attendance, assessments, and progress, including a final evaluation
- Maintain a safe and clean work environment
- Stay current with emerging trends related to current maritime standards and train all employees on updated procedures
- Promote CCRI's Westerly partnerships and programs at internal and external meetings/events
- Act as project lead for new college initiatives related to trades and maritime programming

Departmental Support:

- Act as liaison between the Westerly Satellite and the Executive Director of Workforce Partnerships
- Work creatively in all classes taught to discourage student withdrawal and maintain satisfactory retention
- Ensure all full-time staff are completing departmental and college-wide requirements
- Adhere to CCRI's policies and procedures for responding to student requests for accommodations in accordance to the Americans with Disabilities Act (ADA)
- 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:

- Completion of a post-secondary trades' training or apprenticeship program
- Minimum of 15 years' experience working in the maritime pipefitting, sheet metal, or electrical field
- Minimum of 10 years' supervisory experience
- Demonstrated experience leading large teams
- Experience in both project management and external employer engagement
- Minimum of two years' teaching or training experience working with adult students
- Teaching or training experience in content specific to the manufacturing and construction of submarines
- Demonstrated ability to adhere to curriculum standards and implement curriculum according to CCRI and external partners' standards
- Knowledge of successful strategies for classroom management
- OSHA 10 or 30 Maritime Certification required or earned within 3 months of employment
- Proficient in the use of technology, including Microsoft Office Suite applications (Word, Excel, and PowerPoint, primarily), email, the internet for instruction and program purposes
- Knowledge of and ability to apply relevant current education methodologies and techniques
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues
- Outstanding communication, organizational, and interpersonal skills
- Ability to work collaboratively with students and colleagues

PREFERRED QUALIFICATIONS:

- Associate's degree in related field

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