



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Program Director, Healthcare Workforce Initiatives
POSITION NO.	502934
LOCATION	Newport Campus
REPORTS TO	Dean of Health & Rehabilitative Sciences
GRADE	PSA 14
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Does this position supervise others
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	September 2024

JOB SUMMARY:

The Program Director will assist in research and implement innovative initiatives in healthcare workforce initiatives within the Department of Health and Rehabilitative Sciences (HARS). This coordinator role will assist in development of workforce and educational programs that lead to increasing more RNs in the RI workforce. This is a limited term position ending 8/31/2027.

DUTIES AND RESPONSIBILITIES:

- Assist in the coordination of the daily operation of initiatives
- Coordinate meetings with faculty, staff, and community partners—including CCRI’s academic Healthcare programs and Division of Workforce Partnerships—to design and implement workforce and educational programs that advance RNs in the workforce
- Create and maintain various databases, spreadsheets and other computerized files or records
- Assist in maintaining the Continuing Education Provider Unit status for Northeast Multistate Regional Division
- Assist with the management of operating budgets
- Prepare requisitions and/or order supplies and educational materials via the college financial information system
- Assist in outreach and recruitment of program participants
- Other duties as assigned

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Active Registered Nurse License in Rhode Island
- 1-2 years of office administrative experience
- Experience with computerized file maintenance, spreadsheets and graphics
- Demonstrated skills in management including organizing workshops and meetings
- Demonstrated knowledge of healthcare initiatives
- Excellent oral and written communication skills and organizational skills
- Must be proficient in using Microsoft Word, Excel, PowerPoint, and Outlook

PREFERRED QUALIFICATIONS:

- Work experience in a Higher Educational setting

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