



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Program Director Tutoring Center
POSITION NO.	502460
LOCATION	Warwick
REPORTS TO	Dean of Learning Commons & Classrooms
GRADE	PSA 14
WORK SCHEDULE	Non-Standard: 35 hours per week; normally Monday through Friday. Hours may vary based on the needs of the department
SUPERVISION	Success Center Professional, Support and Student staff
REVISION DATE	October 2013

JOB SUMMARY:

This position is responsible for leading and managing the Student Success Center (SSC) at all campuses. Provide academic support services, advising, community resource referrals and other related services to support student persistence and retention. This position is also responsible for managing the marketing of programs and services, evaluation of program activities and supervising professional and support staff, and collaborating with all areas of the college.

DUTIES AND RESPONSIBILITIES:

- Oversees the peer group tutoring, study skill workshop, and all Student Success programs and operations at all campuses.
- Serve as the campus site coordinator for the Knight SSC.
- Hire, train, schedule, supervise, and evaluate the performance of the SSC campus Coordinators. Identify personnel needs and allocate resources,
- Supervise and conduct training and orientation services for all SSC staff and instructors.
- Provide academic and student support services to increase retention and persistence.
- Assist Dean in the planning, development, implementation, and evaluation of the all of the Center's instructional and learner support services.
- Provide individualized academic support guidance and group workshops on such topics as study skills, time management, test-taking, and college adjustment.
- Work with faculty to identify and refer high risk students to Success Centers, improve retention, and service delivery, and ensure cohesive, interconnected effort.
- Work with faculty to assist with the coordination, scheduling, outreach, and promotion of the Center's teaching/learning offerings.
- Market programs and services and monitor student participation and use for all campuses
- Assist with the Budget development and prioritizing of resource allocations; guide short- and long-range planning efforts.
- Develop and maintain close working relationships with academic departments and divisions within the college.
- Develop and maintain close working relationships with external community agencies and other student support referral sites.
- Communicate effectively with Dean and all other staff in order to ensure the successful operation of the office.
- Develop reports and documents as requested.
- Participate in college activities, including committee work, student orientation activities, and other college events.
- Perform other duties as assigned

LICENSES, TOOLS, AND EQUIPMENT:

Personal computer, telephone, fax machine, copy machine, calculator.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree in related field, such as education, counseling, social work required.
- A minimum of seven (7) years' experience in providing student support services, such as student advisement, tutoring, learning disabilities assessment, student success workshops required.
- Demonstrated advocacy and commitment to student success and a deep understanding of the challenges faced by community college and developmental education students.
- Significant professional experience with problem solving and conflict resolution.
- Well developed oral and written communication, planning skills, and adaptability.
- Experience in project management, teambuilding, and budget management necessary.
- Ability to establish and maintain cooperative working relationships with faculty, staff and students essential.
- Strong computer application skills, including knowledge of MS Word, Excel, and Power Point required.

PREFERRED QUALIFICATIONS:

- Experience with PLATO, LASSI and Tutor Track preferred.

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