



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Work Based Learning Manager
POSITION NO.	504027
LOCATION	Providence Campus
REPORTS TO	Director of Career Services and Experiential Education
GRADE	PSA 12
WORK SCHEDULE	Non-Standard: 35 hours per week; Some evening and weekend work may be required; Holidays on occasion
SUPERVISION	Does this position supervise others
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	October 2024

JOB SUMMARY:

The Division of Workforce Partnerships is seeking a full-time Work-Based Learning Manager to support the Promoting Pathways to Progress initiative. The Work-Based Learning Manager will lead the cultivation and coordination of work-based learning opportunities for students.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively with others in a diverse and inclusive environment

Teamwork/Collaboration:

- Work with Career Services and the Division of Workforce Partnerships to develop and foster strong partnerships with business, industry, and non-profit organizations for the purpose of securing Work-Based Learning opportunities for students
- Work with Academic Deans and Academic Department Chairs to identify Work-Based Learning opportunities within each degree program
- Work with Credit for Prior Learning to determine where and how prior credit can be awarded by work-based learning experiences
- Respond to student, faculty, and employer needs to implement meaningful work-based learning programs. This can include developing resources, assessments, student learning outcomes, surveys, and more
- Coordinate with Career Services, Faculty, employers, and students to provide relevant professional development opportunities as necessary

Student Focus:

- Cultivate and coordinate Work-Based Learning opportunities for students based on degree program requirements and student career goals
- Coordinate and facilitate selection of student placements and industry projects with employer partners in collaboration with Academic Deans, Academic Department Chairs, and Division of Workforce Partnerships
- Oversee and maintain accurate information about student participation, including coordinating with other departments to track placement and completion, and report outcomes including Key Performance Indicators to satisfy grant requirements

Project Management:

- Create, distribute, and review placement evaluations (student and employer partner) and make recommendations based on data reports
- Coordinate with employers and faculty to ensure learning outcomes (workplace and academic) are aligned and met

- Report each semester to the Guided Pathways Steering Committee outlining plan of action, goals, and achievement; serve on the Work-based Learning workgroup of the Guided Pathways Steering Committee
- Work with college departments to increase awareness of work-based learning for students, staff, and faculty to ensure that all students entering in fall 2024 and beyond graduate with a completed work-based learning experience

Organization/Work Management:

- Maintain a database (Handshake) of potential employers and work sites for student placement
- Utilize labor market information and student interest to deliver demand-informed programming
- Maintain paper and electronic correspondence in compliance with grant standards
- Stay abreast on research around work-based learning and participate in professional development to enhance program
- Other duties as required

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree
- Experience in working with students, ideally in higher education
- Experience with program design and delivery, ideally working with college faculty and staff
- Demonstrated professional experience working with employer, industry, and/or community partners
- Computer spreadsheet and word processing experience

PREFERRED QUALIFICATIONS:

- Job and internship database (i.e. Handshake) experience
- Experience working with college faculty and staff on program design and delivery
- Excellent organizational and communication skills
- Excellent interpersonal skills
- Ability to work independently on multiple assignments and to work collaboratively within a team
- Ability to work under time constraints and established deadlines
- Ability to manage work with confidence and efficiency
- Ability to multi-task and be detail-oriented
- Strong writing skills with the ability to convey complex subject matter clearly and accurately
- Demonstrated experience working in a busy, diverse environment with industry and academic leaders
- A drive for innovation in problem-solving
- Ability to think creatively to leverage existing resources to meet ongoing needs

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