



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**\*LIMITED PERIOD POSITION DESCRIPTION**

**POSITION:** Program Director – Healthcare Workforce Transformation Initiatives

**REPORTS TO:** Dean of Health & Rehabilitative Sciences

**GRADE:** CCRI PSA 14

**WORK SCHEDULE:** Non-Standard; 35 hours per week

**SUPERVISES:** May supervise professional and clerical support

**ABOUT CCRI:**

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

**JOB SUMMARY:**

This position will support faculty and staff, research and implement innovative initiatives in healthcare disciplines at CCRI, build up academic infrastructure and community support, and ensure that we are reaching our goals in relation to Health Care Workforce Transformation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Manage deliverables and achievement of Health System Transformation Project (HSTP) goals, produce reports, data analysis, research, implement programs, and reporting results/findings in accordance with the workforce development and HSTP goals.

- Oversee and manage the daily operation of Healthcare Workforce Transformation initiatives funded by Medicaid Reimbursement
- Responsible for proposal writing, budget management, program development, operation outcomes and reporting
- Responsible for meeting policies, procedural requirements and deadlines for both the funding source(s) and the Community College.
- Hire, supervise and evaluate project staff as required.
- Design and implement curriculum development related to program objectives.
- Oversee the development and delivery of professional development and in-service training activities as required to meet project objectives.
- Convene and meet periodically with the HTSP Steering committee and internal and external stakeholders as needed.
- Develop and implement communication strategies to inform internal and external stakeholders of project goals and outcomes.
- Provide leadership for integrating funded projects into existing academic framework at the college.
- Evaluate project effectiveness on an ongoing basis using formative and summative measures.
- Ensure that appropriate data is collected throughout the funding cycle and report data and outcomes to the funding source according to timeline requirements.
- Work collaboratively with others in a diverse and inclusive environment.
- Other related duties as assigned.

#### **QUALIFICATIONS:**

- Master's degree required; PhD preferred.
- Three years of administrative experience in program planning and/or project development or the equivalent of this experience is required.
- Demonstrated skill in management including organizing workshops, meetings, and group process facilitation required.
- Demonstrated knowledge and experience with healthcare initiatives required.
- Excellent oral and written communication skills, organizational skills, knowledge of workplace competencies and understanding of skills standards required.
- Must be proficient in using Microsoft Word, Excel, PowerPoint, and Outlook.
- Work experience in post-secondary education is preferred.

#### **LICENSES, TOOLS AND EQUIPMENT:**

- Various office equipment which may include accessing student records on the college administrative computer system, personal computers, telephones, copy machines, calculators, etc.
- Must have access to and use of own transportation.

#### **ENVIRONMENTAL CONDITIONS:**

- This position is not substantially exposed to adverse environmental conditions.

**\*This limited position is project-funded with the possibility of extension after December 29<sup>th</sup>.**

**CCRI is an Equal Opportunity / Affirmative Action Employer.**

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: [TitleIXCoordinator@ccri.edu](mailto:TitleIXCoordinator@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:  
<https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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**Knight Campus**

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