



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Senior Admissions Officer (Adult Recruitment and Onboarding)
<b>LOCATION:</b>	Initially located at the Lincoln Campus
<b>APPOINTMENT:</b>	Non-Standard; 35 hours per week; Monday-Friday; Evening and weekend hours will be required as needed
<b>SALARY:</b>	PSA 11

**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:**

Oversee the day-to-day operations of Adult Recruitment and onboarding at the Community College of Rhode Island. Serve as the primary recruiter and point of contact for adult student populations working closely with adult education providers throughout Rhode Island. Lead the Finish Now Program, assisting students who left college a few courses short of earning a degree, guiding them to matriculation at the Community College of Rhode Island. Maintain a close working relationship with Student Services Offices at the College ensuring consistency with the College's enrollment policies and processes.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Outreach and Recruitment**

- Lead adult recruitment activities for the college.
- Work with Director of Admissions to set annual adult recruitment goals and develop a clear plan to achieve those goals.
- Participate in adult student recruitment activities including, but not limited to, using distance communication, college fairs, job fairs, community events, and visits to companies and agencies to meet students and provide college information.
- Attend statewide meetings for adult educators and outreach professionals such as Graduate RI.
- Assist with special events related to admissions and recruitment.

### **Advising and Counseling**

- Collaborate with college departments such as, Advising and Counseling, Financial Aid, Marketing and others to provide services to students.
- Work with college administrative and academic departments to assist students in the matriculation process.
- Develop and maintain comprehensive knowledge of the matriculation processes for all programs at the Community College of Rhode Island.
- Assist students in completing financial aid forms, standardized test registration, and college applications.
- Assist with Admissions duties and on-boarding enrollment steps as necessary.

### **Departmental Support**

- Work with IT to develop data tracking systems for reporting.
- Hold telephone, in-person and online meetings with students.
- Develop and maintain information on financial aid programs.
- Maintain confidential records, reports, and documentation for Finish Now and other adult student programs.
- Maintain a network of contacts and resources, including at the University of Rhode Island and Rhode Island College.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Promote a spirit of optimism and collegiality, and demonstrate a steadfast commitment to the success of CCRI and every one of its students.
- Perform other duties and responsibilities as assigned.
- Travel from site-to-site to support all four campuses as needed.

The most suitably qualified candidate will possess the following competencies:

- Strong interpersonal skills.
- Ability to communicate effectively, verbally and in writing.

## **QUALIFICATIONS:**

- Bachelor's degree required.
- Must have at least three years of professional experience in one of the following: recruiting, advising in an academic setting, or program coordination.

- Must have demonstrated technology skills; including proficiency using Microsoft Word, Power Point and Excel.

Bilingual in English and Spanish is Strongly Preferred.

### **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>

SA501022\_APR2020

#### **Knight Campus**

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345