



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

LIMITED POSITION*: Program Director

LOCATION: Center for Workforce and Community Education

REPORTS TO: Associate Vice President CWCE

GRADE: CCRIPSA 14

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>

BASIC FUNCTION:

Assist the Dean of CWCE in achieving the goals and objectives of CWCE. Contribute to the effective operation of grant programs such as Adult Skills Training; special projects such as Workforce Investment Act Certifications; and fee-based courses such as Prime Time to enhance the mission of the division. To obtain funding for and direct all fiscal and program activities of such grants, projects and programs.

DUTIES AND RESPONSIBILITIES:

- Oversee the research, development, and implementation of grant programs and special projects.
- Prepare and write grant proposals including narratives and budgets.
- Recruit, hire, train, direct, supervise, assist and evaluate coordinators, counselors, staff assistants and instructors.
- Supervise and direct the development of curricula for course certification.

- Supervise and manage day-to-day operations of special projects, fee-based programs, certificate programs and grant programs.
- Develop personal enrichment, education, travel and entertainment courses for the Prime Time Program.
- Develop and implement appropriate strategies to promote course attendance and recruit special populations for various projects, programs and courses.
- Schedule courses, promote attendance, schedule instructors, notify students, establish course fees, etc.
- Provide a learning environment; secure classroom and laboratory space, provide audio-visual material and equipment, etc.

Establish and direct management information systems relating to the grants, projects and programs.

- Maintain records of attendance and completion.
- Oversee the procurement, maintenance and inventorying of all educational supplies and equipment utilized by the grant, projects and programs.
- Submit payroll vouchers, certification reports, and progress and evaluation reports.
- Serve as liaison between the college and the various funding sources in conjunction with the College's offices of Institutional Advancement and the Controller's Office.
- Develop and establish marketing materials and strategic planning to assist in the recruitment of students.
- Participate in the Division of CWCE's Strategic Planning efforts.
- Serve as a member of the CWCE Senior Staff Team.
- Perform other duties as may be required to successfully execute the performance of the programs and projects consistent with the strategic plan.

QUALIFICATIONS:

Bachelor's Degree in related field is required. Master's Degree in Adult Education or Educational Counseling is preferred. Minimum of three years' experience administering adult vocational training program is essential. Experience in developing personal enrichment, educational, travel and entertainment courses. Working knowledge of Workforce Investment Act is required. Knowledge of adult learning principles is required. Experience in grant writing and budget construction is necessary. Supervisory experience is required.

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.

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>

WP501707_APR2004