Office of Human Resources

POSITION DESCRIPTION

POSITION: Coordinator of Academic Initiatives and Operations

LOCATION: Office of the Vice President for Academic Affairs, Warwick Campus
                     May be required to travel to other campuses as needed

REPORTS TO: Vice President for Academic Affairs

GRADE: BOE 12

WORK SCHEDULE: Non-Standard; 35 hours per week

SUPERVISION: May supervise full and part-time staff

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults 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.

We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY: Reporting to the Vice President for Academic Affairs, the Coordinator of Academic Initiatives and Operations provides support to execute short and long-term projects. Working collaboratively with various team members, the Coordinator of Academic Initiatives and Operations will be responsible for ensuring that project timelines are met and that all projects are handled efficiently and effectively.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct research on a wide variety of projects with input from sponsor and stakeholders; identifies scope and related activities, plans and schedules associated tasks, oversees day-to-day execution, and monitors progress.
- Using College Project Management software, provide a framework for project activities, identify necessary resources for implementation, set milestones, and coordinate activities.

- Analyze projects and collaborates with those involved to identify problems and bottlenecks, and assists in developing effective solutions.
- Creates, prepares, proofs and updates a variety of intermediate to complex correspondences, documents, reports, manuals and informational materials as well as website content using required computer software or systems.
- Act as project management liaison for various community stakeholders including members of CCRI administration, faculty, staff, and external stakeholders. Schedules kickoff meetings, drafts project briefs and develops cross-functional timelines.
- Demonstrate thoughtful and appropriate time management in extending the vision, strategies and tactics required for supporting the needs of the Academic Affairs division.
- Maintain timely, accurate, and thorough documentation of all activities and tasks and provide periodic status reports.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.

OTHER DUTIES AND RESPONSIBILITIES:

- Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

- Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

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

QUALIFICATIONS:

- Bachelor's degree required, Master's degree preferred.
- At least one year of experience with integrated application software, such as banner, required. Extensive knowledge of reporting software (such as ARGOS) required.
- Experience in an Academic Affairs office at a large institution of Higher Education required, Community College preferred.
- Experience with Project Management software required, ProofHub preferred.
- Strong interpersonal skills and the ability to work effectively and collegially with faculty, administrators, and colleagues required: ability to maintain high level of confidentiality a must.
- Ability to work independently on multiple assignments and to work collaboratively with a team required.
- Excellent analytical, organizational and communications skills required. Must be detail oriented.

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. 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 Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ecanning@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: http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf