



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Campus Coordinator Tutoring Center
POSITION NO.	502434, 502435
LOCATION	Multiple
REPORTS TO	Program Director Tutoring Center
GRADE	CCRIPSA 12
WORK SCHEDULE	35 hours per week; normally Monday through Friday Hours may vary based on the needs of the department.
SUPERVISES:	Success Center support staff
REVISION DATE	April 2014

JOB SUMMARY:

The campus coordinator is responsible for the overall management of the Student Success Center (SSC). The SSC campus coordinator provides academic assistance through tutoring services; coordinates information and referrals to college resources; seeks ways to improve student satisfaction and retention. The Student Success Center campus coordinator helps students understand their individual learning needs, develop better study habits and behaviors, and create plans to achieve their goals. In addition, the campus coordinator facilitates New Student Welcome Day sessions. The campus coordinator supervises staff and plans and monitors campus budgets. The campus coordinator works closely with the other campus coordinators and department director to provide responsive, high quality services and programs.

DUTIES AND RESPONSIBILITIES:

- Serve as the campus site coordinator for the Student Success Center.
- Provide academic and student support services to increase retention and persistence
- Assist in the planning, development, implementation, and evaluation of the Center's tutoring and learner support services
- Provide individualized academic support guidance and group workshops on such topics as study skills, time management, test-taking, and college adjustment
- Work with faculty to identify and refer high risk students through CCRI's early alert program
- Work with faculty to assist with the coordination, scheduling, outreach, and promotion of the Center's programs and services
- Market programs and services and monitor student participation and use
- Monitor and plan campus program operating budget
- Develop and maintain close working relationships with academic departments and divisions within the college
- Develop and maintain close working relationships with external community agencies and other student support referral sites
- Develop reports and documents as requested
- Oversee campus-based peer tutoring program and New Student Welcome Day activities
- Recruit, hire, train and supervise student employees for the Peer Tutoring and New Student Welcome Day programs
- Assist with one or more system-wide programs such as tutor training, workshop development and new student orientation and welcome activities
- Supervise professional and student staff
- Participate in college activities, including committee work and other college events
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Perform other duties as assigned

LICENSES, TOOLS, AND EQUIPMENT:

Personal computer, telephone, fax machine, copy machine, calculator

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree required;
- A minimum of three (3) years' experience in providing student support services, such as student advisement, tutoring, learning disabilities assessment, student success workshops
- Demonstrated advocacy and commitment to student success and a deep understanding of the challenges faced by community college and developmental education students
- Significant professional experience with problem solving and conflict resolution
- Well-developed oral and written communication, planning skills, and adaptability
- Experience in project management, teambuilding, and budget management
- Ability to establish and maintain cooperative working relationships with faculty, staff and students
- Demonstrated knowledge and use of Banner, Tutor Trac and MS Office software

PREFERRED QUALIFICATIONS

- Master's degree in related field, such as education, counseling, social work

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