



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator Corrections
POSITION NO.	502544
LOCATION	Off Campus
REPORTS TO	Executive Director Workforce Development Operations
GRADE	PSA 12
WORK SCHEDULE	Non-Standard: 35 hours per week
LIMITATION (if applicable)	
REVISION DATE	July 2023

JOB SUMMARY:

The Division of Workforce Partnerships builds strategic partnerships with industry leaders and works collaboratively to deliver programming for students to secure employment now and continued their education and growth into high-wage careers. Workforce programs include Workforce Partnerships, Career Services, Adult Education, and Transportation Education. Grant-funded programs enable qualified participants to receive skill training, develop foundational academic skills, or gain workforce training.

Responsible for coordinating all aspects of the Department of Corrections and CCRI Post Secondary Training. This position is responsible for providing extraordinary customer service to students, faculty, staff, partners and visitors.

Promote the offerings of CCRI and coordinate the development of college initiatives with the Department of Corrections as well as employers, industry and community partners. Assist with identifying funding opportunities; coordinating support services for students; and function as an active liaison between the RI Department of Corrections (RIDOC) and CCRI departments and staff.

Support and assist the Executive Director of Workforce Operations and the Vice President of Workforce Development in growing program and partnership activities related to CCRI's efforts serving students involved in the justice system.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college as well as that of a correctional system providing rehabilitative services in order to facilitate successful reentry into the community upon release.
- Work collaboratively with others in a diverse and inclusive environment.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, life-experiences, and those involved in the justice system.

Student Focus:

- Serve as the primary contact person for students participating, or interested, in programs at the RIDOC.
- Recruit appropriate candidates for the program including active recruitment of qualified offenders. Work within the six Correctional facilities to market the program.
- Develop appropriate orientation program for program participants. Provide each recruit with extensive orientation.
- Ensure highest possible level of quality and responsiveness, including internal/external communications, training, customer service, and all other applicable processes and functions.
- Conduct feedback assessments and surveys of student satisfaction; work with administration to facilitate improvements.
- Assess the educational needs of each student (together with instructors). Provide case management and ongoing academic advising to students.
- Assess the vocational interests, aptitudes and skills of students; provide vocational information and exploration

necessary for career decision-making.

Teamwork/Collaboration Skills:

- Maintain efficient and effective coordination and communication with all College staff and faculty resources.
- Collaborate with internal and external resources and organizations to further the objectives and increase the training programs offered.
- Coordinate scheduling, staffing and logistics of onsite instructional programs.
- Coordinate the preparation of all program materials and program delivery logistics (room, books, materials, equipment, etc.)
- Collaborate with partners including CCRI faculty and staff and external stakeholders to identify funding to support programs offered in partnership with the RIDOC including grants, contracts and partnerships.
- Assist in the development of funding proposals.
- Support and Assist the Executive Director of Workforce Operations and Vice President of Workforce Development in the college's initiatives related to building and maintaining relationships with local employers, government, non-profit agencies, and economic development organizations, and forming training partnerships and programming to meet the needs of individuals involved with the justice system.

Organization/Work Management:

- Facilitate the hiring and training of instructors, and staff necessary to fulfill program needs including coordinating with third party entities such as employer, industry, or community partners to ensure that qualifications and suitability requirements are met.
- Responsible for oversight of entry of student registration tracking and data input into CCRI student information systems as well as required RIDOC tracking.
- Prepare quarterly summary reports of activities, including but not limited to enrollments, student head counts, revenue and expenses and quarterly billing reports.
- Expend grant funds as appropriate including the review and purchasing of all educational materials, office supplies, and any other expenditures associated with the grant.
- Ensure that activities are scheduled in a cost-effective manner while still adhering to the necessary academic outcomes.
- Promote CCRI's education and training programs at internal and external meetings/events as requested.
- Represent and promote the college and division by serving on task forces, committees and participating in events within the College and community as needed.
- Other job-related duties assigned or determined by Director and the Principal, Department of Corrections

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree, required.
- Experience working with incarcerated populations and/or working with adults, required.
- Ability to perform light physical work such as, carrying supplies or materials on an infrequent basis, required.

PREFERRED QUALIFICATIONS:

- Excellent oral and written communication skills, knowledge of workplace competencies and understanding of skills standards
- Demonstrated self-starter and ability to work independently toward the attainment of program goals and objectives
- Ability to thrive in a fast-paced, dynamic environment that demands flexibility, adaptability, creativity, and teamwork
- Knowledge of grant management and administration
- Master's degree

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