



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Director Concurrent Enrollment & related Career and Technical Ed Initiatives
<b>POSITION NO.</b>	502208
<b>LOCATION</b>	Warwick
<b>REPORTS TO</b>	Dean of Business, Science, Technology and Math
<b>GRADE</b>	CCRIPSA 14
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISES:</b>	May supervise professional and clerical support
<b>REVISION DATE</b>	02/14/2024

---

**JOB SUMMARY:**

To oversee the continued development, expansion and implementation of concurrent enrollment and other Career and Technical Education initiatives.

**DUTIES AND RESPONSIBILITIES:**

- Maintain the daily operation of a federal Perkins grant for career and technical education related programs, including high school partnerships for concurrent enrollment and articulation agreements.
- Manage the daily operations of a state RI Commerce Corporation grant for the P-TECH early college program.
- Collaborate with CCRI Office of Enrollment Services to ensure integration of grant activities with overall college recruitment, admissions and enrollment.
- Provide for public and career and technical education center high school instructor development in STEM\*\* related courses.
- Responsible for proposal writing, budget management, program development, operation outcomes and reporting.
- Responsible for meeting policies, procedural requirements and deadlines for both the funding source(s) and the Community College.
- Hire, supervise and evaluate project staff as required.
- Design and implement curriculum development related to program objectives.
- Oversee the development and delivery of professional development and in-service training activities as required to meet grant objectives.
- Convene and meet periodically with advisory committees comprised of internal and external stakeholders as required by grant.
- Develop and implement communication strategies to inform internal and external stakeholders of project goals and outcomes.
- Provide leadership for integrating grant-funded projects into existing academic framework at the college.
- Evaluate project effectiveness annually using formative and summative measures.
- Ensure that appropriate data is collected throughout the grant cycle and report data and outcomes to the funding source according to timeline requirements.
- Work collaboratively with others in a diverse and inclusive environment.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Other related duties as assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

- Various office equipment which may include accessing student records on the college administrative computer system, personal computers, telephones, copy and fax machines, calculators, etc.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Master's degree required.

- Three years of administrative experience in program planning and/or project development or the equivalent of this experience is required.
- Demonstrated skill in management including organizing workshops, meetings, and group process facilitation required.
- Demonstrated knowledge and experience with career and technical education initiatives required.
- Excellent oral and written communication skills, knowledge of workplace competencies and understanding of skills standards required.
- Work experience in secondary and/or post-secondary education is an advantage.

**\*\*STEM is Science, Technology, Engineering, and Math**

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