



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Director Program Delivery
<b>POSITION NO.</b>	502785
<b>REPORTS TO</b>	Executive Director Goldman Sachs 10,000 Small Businesses
<b>GRADE</b>	PSA 15
<b>WORK SCHEDULE</b>	Non-Standard: 21-27 hours per week.
<b>REVISION DATE</b>	April 2018

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**JOB SUMMARY:**

The Goldman Sachs 10,000 Small Businesses (10KSB) Director of Program Delivery is one who:

- Is responsible for the curriculum content and instruction delivery of the 10KSB program, as well as the integration of the curriculum with the other key components of the program, business advising and the opportunity to access capital
- Is responsible for the planning and delivery of the curriculum as designed by Babson College and for any localization done in partnership with Babson
- Is part of the site delivery leadership team and is responsible for the recruitment, training and ongoing development of all site module faculty members.
- Brings appropriate academic and / or practitioner experience to the classroom, and is committed to an instructional approach that is theory-based, disciplinary integrated and experientially focused
- Uses a model of community engagement, and is dedicated to the program outcomes of job creation and revenue generation

**DUTIES AND RESPONSIBILITIES:**

- Instructs the first and last module, and opens and closes every module, clinic and/or workshop
- Assists in the identification, recruitment, and development of module faculty at CCRI
- Participates in the national 10KSB Training Seminar
- Plans with Babson and leads development of the localized materials as described in the core curriculum
- Proposes curriculum innovations for core and localized sections
- Assists in the identification and recruitment of local Business Support Services (BSS)
- Meets with the identified Business Support Services to plan curriculum delivery (exercises, panels, etc.)
- Assists in planning the points of integration with curriculum, BSS, networking, and access to capital
- Assists in the planning and delivery of cohort orientation
- Supervises the preparation of all course materials and course delivery logistics (room, equipment, etc.)
- Leads the local faculty team at CCRI. Coordinates scheduling and assists mod faculty as needed to support quality curriculum delivery
- Leads preparatory walk-throughs for each module (in person) and does so in conjunction with Babson for the first several cohorts
- Serves as key local “go to” person for curriculum questions or issues
- Responsible for delivery of Mod 1 and Mod 9
- Delivers the integrated core/localized curriculum as assigned
- Provides specific content linkages for scholars across sessions and modules
- Participates in the Measurement and Evaluation system (closed loop assessment process) throughout the program
- Modifies curriculum and/or teaching style based on assessment results and professional development experiences
- Supervises the 10KSB Business Advisors, and coordinates with them on program content and delivery
- Participates in bi-weekly debriefing sessions to support program integration and consistency, includes faculty from the prior sessions and faculty for the upcoming sessions
- Participates in Scholar Support Service calls
- Assists with local maintenance of Basecamp to support current scholars
- Attends opening and closing program events and all clinics at CCRI

- Networks with business support services to enhance the local entrepreneurship ecosystem
- May assist in the scholar recruitment and interview process
- Leads assessment of faculty and assessment of sessions
- Participates in assessment of scholars overall program
- 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 as needed to support program success.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Advanced degree and deep content knowledge in a field related to entrepreneurship and/or small business
- Expert in adult learning techniques and group facilitation, emphasizing experiential and peer learning approaches.
- Expert in blending theory and practice and integrating across business disciplines in a classroom
- Ability to recruit, select, train, develop and coach site module faculty
- Understanding of the business advising process
- Ability to build and sustain a high functioning and performing faculty team
- Excellent spoken and written communication skills
- Experience with academic program design, implementation, and operations
- Excellent interpersonal skills
- High personal and professional ethical standards

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