



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Coordinator – Academic Affairs
LOCATION:	Academic Affairs
REPORTS TO:	Vice President for Academic Affairs
GRADE:	BOE 12
WORK SCHEDULE:	Non-Standard; 35 hours per week
SUPERVISION EXERCISED:	May supervise full and part-time staff

ABOUT CCRI:

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

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

BASIC FUNCTION:

Provide clerical, office management, technology and project support for the Deans of Arts, Business, Humanities, Mathematics, Science, Social Sciences and Technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide technology support for the daily activities of the Deans' Offices.
- Assist with developing Academic Affairs technology priorities.
- Maintain electronic calendar for deans including critical dates for activities, college

meetings/events and outside meetings.

- Coordinate and implement various projects as assigned.
- Using the College's reporting tools (Banner and Argos), develop and maintain complex reports to support the Academic Affairs Division as directed by the deans.
- Develop and maintain an in-depth understanding of the functionality of the Banner student system, identification of and inter-relatedness of data elements for reporting purposes.
- Under the direction of the deans and Vice President for Academic Affairs, develop annual report cycles and strategies to support indirect assessments related to academic programming and disciplines.
- Serve as technical liaison between the Academic Affairs Division and appropriate departments and committees as directed.
- Serve as liaison between Chairs, Deans, and other departments to gather information to appropriately respond to student issues/concerns.
- Assist with developing and implementing data standards across all Academic Division departments to enable accurate reporting.
- Provide reports, training, and technical assistance to other Division for Academic Affairs offices as directed.
- Monitor the websites for each dean for changes and report to Marketing; as well as catalog changes.
- Assist the deans with disseminating information to Academic departments as directed.
- Assist with composing and preparing correspondence for the deans.
- File, maintain and ensure the confidentiality of records, meetings, and negotiations.
- Prepare and distribute agendas and pertinent materials for meetings held by the deans including Department Chair meetings, Committee meetings, as well as take, transcribe and distribute minutes/notes of the above, as required.
- Project management related to conformance to regulations and associated reporting.
- Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computer hardware and software, as well as peripherals.

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) preferred. Experience with an HTML editor for web page development preferred.
- Experience in accreditation reporting and processes at the state, regional and federal levels, as well as, discipline specific accreditation processes required.
- Supervisory and training experience required.
- Research and statistical analysis experience required.
- Excellent ability to problem-solve within large institutions/systems is required.
- Knowledge of higher education principles, practices, and procedures and knowledge of practices and procedures of an information services organization 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 within a team required.
- Excellent analytical, organizational and communications skills required. Must be detail oriented.
- Experience in technical writing and user documentation preferred.

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. 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 Title IX Coordinator at: TitleIXCoordinator@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: <https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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