



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**TITLE:** Director of Guided Pathways  
**REPORTS TO:** Vice President for Academic Affairs  
**GRADE:** BOE 16

**ABOUT CCRI:**

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

**JOB SUMMARY:**

The Director of Guided Pathways will direct, coordinate and monitor all components of the Promoting Pathways to Progress initiative.

The Community College of Rhode Island aims to provide degree and certificate candidates with the opportunity to acquire the knowledge and skills necessary for transfer and career success. CCRI's Promoting Pathways to Progress overarching goal is to improve degree completion. Promoting Pathways to Progress supports the Colleges strategic goals of enhancing student success and completion and expanding partnerships and programs. Ultimately, the Director of Guided Pathways will ensure that students receive services that assist them in achieving their academic, personal and career goals.

**Knight Campus**

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

### **Mission/Student Success:**

- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.

### **Leadership:**

- Establishes standard of service delivery, goals, and performance measures for the Promoting Pathways to Success initiative
- Monitor the implementation of the Guided Pathways Plan to evaluate effectiveness; prepares public information materials for presentations
- Conduct evaluations, assessment and reports to provide annual updates to ensure all required plan elements are implemented and state and grant-mandated outcomes are met
- Develops and promotes special events, seminars, and workshops including, but not limited to, faculty and staff professional development activities, student engagement events, and outreach activities.
- Implement a coordinated approach to the full scale implementation of the guided pathways model

### **Technology:**

- Manage budget for technology and assist with installation
- Maintains current knowledge of new technologies pertinent to assigned projects; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
- Manage web page for Guided Pathways, ensuring that most updated information is reflected

### **Staff and Project Management:**

- Supervises, advises, and assists program staff to accomplish established goals in order to provide and improve all aspects of the program
- Manage schedules, needs and assist with the review of faculty navigators, and ancillary staff.
- Serve as liaison between the Title III Project Director and Path Navigators to ensure that program outcomes are met and student support services are functioning efficiently
- Lead the Guided Pathway Committee
- Develop collaborative relationships with internal departments to advance the implementation plan
- Train Path Navigators and provide oversight
- Collaborate with career-development coordinator on creation of experiential learning model
- Design and implement policies to support the Guided Pathway Initiative

### **The most suitably qualified candidate will possess the following competencies:**

- Strong communication, organizational, and interpersonal skills.
- Strong problem-solving and conflict resolution skills, including ability to anticipate needs and concerns.

- Will have the ability to use a collaborative approach when working with students and colleagues.
- Will demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Strong data analytical ability with demonstrated reporting
- Will have demonstrated supervisory experience in a unionized environment
- Will have Grant management experience
- Will have demonstrated project management skills
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**QUALIFICATIONS:**

- Master's degree in related field required; *earned doctorate, preferred.*
- At least three years of experience in higher education administration in a multi-campus system, required.
- Must have demonstrated experience in budget preparation and monitoring.
- Must have experience with retention and completion initiatives.

**CCRI is an Equal Opportunity / Affirmative Action Employer.**

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. 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 Associate Vice President of Administration, Alix Ogden, [aogden@ccri.edu](mailto:aogden@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:  
<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>