



Office of Human Resources

POSITION DESCRIPTION

POSITION: Coordinator / Counselor, Educational Talent Search

LOCATION: Located at the Providence Campus

REPORTS TO: Director of Educational Talent Search

GRADE: PSA 10

WORK SCHEDULE: Non-Standard; 35 hours per week, some evening work required

SUPERVISES:

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 Rhode Island. 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 RI Educational Talent Search is a federally funded program designed to identify, recruit, enroll and assist economically and disadvantaged youths in completing secondary school and enrolling in a postsecondary program. The project provides services to eligible 6-12th grade students in selected target middle and high schools. Each Coordinator/Counselor identifies, recruits, and serves a caseload of 250-300 project participants; provide academic, career, college and educational counseling, as well as technical assistance with the entire college admission and financial aid application process. Coordinator/Counselors act as advocates and

Knight Campus

provide motivational support for program participants to promote high school retention and graduation, college enrollment, and degree attainment

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- 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, and life-experiences.

Advising and Counseling:

- Carry out direct outreach activities at secondary schools, community based organizations, community meetings and other appropriate settings.
- Develop and coordinate support services such as tutoring and skills workshops for participants.
- Provide direct vocational, career and academic advising to persons seeking post-secondary education including the use of technology and other data resources.
- Assist enrolled participants in clarifying realistic educational goals. Identify needed support services.
- Assist students with course selection and audit student grade reports.
- Coordinate and provide follow-up and advocacy for persons who are enrolled in the ETS program.
- Identify client's needs and refer to other social service agencies when appropriate.

Outreach and Recruitment:

- Recruit, identify and screen secondary school students eligible for ETS services; determine and provide services needed.
- Orient secondary school personnel to the ETS program.
- Serve as staff in secondary schools and other sites and assist persons seeking information about post-secondary programs and services of ETS.
- Maintain a network of contacts and resources in project area to promote RIETS and all program services.
- Interact with and support the staff of community-based organizations to assist them in publicizing the RIETS in low-income communities throughout the State.
- Develop and maintain a referral network with schools and agencies serving minority, low income and ESL students.

Reporting and Data Management:

- Maintain counseling caseload of program participants and documentation, reports and records. Submit monthly reports to the Director.
- Develop and maintain comprehensive knowledge and information on financial and academic assistance programs, requirement policies and procedures for use in serving ETS participants.

Departmental Support:

- Communicate effectively with Project Director and all other project staff in order to ensure the continued, successful operation of the program.
- Attend in-service and other job related training.

- Assist in all project special events.
- Perform other related duties as required.

The most suitably qualified candidate will possess the following competencies:

- Strong interpersonal skills
- Strong organizational skills
- Ability to communicate effectively, verbally and in writing.
- Ability to work independently with minimal supervision

QUALIFICATIONS:

- Bachelor's degree in related field required.
- At least 1 year of recruiting or advising experience with educational programs serving low-income youths, required. Experience working within a post-secondary educational institution, college access program, or non-profit organization required. Strong interpersonal and communications skills and strong organizational skills essential. Extensive knowledge of postsecondary education programs and financial aid opportunities. Ability to work independently with minimal supervision. Or any combination of education and experience which is substantially equivalent to the above education and experience
- Preference given to applicants who are bilingual in Spanish

LICENSES, TOOLS AND EQUIPMENT:

- Various office equipment which may include computers, typewriters, telephones, copy and fax machines, calculators, etc.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

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 Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ecanning@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"](http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf)

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