



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**LIMITED**

**POSITION\*:** Coordinator/Counselor

**LOCATION:** Educational Talent Search Center

**REPORTS TO:** Director, TRIO Outreach Programs

**GRADE:** CCRIPSA 10

**WORK SCHEDULE:** 35 hours per week, non-standard, some evening work required

**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:**

The RI Educational Talent Search is a federally funded program designed to assist economically and disadvantaged youth who wish to continue their education beyond the secondary level. The program provides services to eligible 6-12<sup>th</sup> graders in targeted schools and districts. The Coordinator/Counselor provides academic, career and educational counseling, as well as technical assistance with the entire admission and financial aid application process. The

Coordinator/Counselor also provides motivational support, academic counseling and acts as advocate for program participants.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Recruit, identify and screen secondary school students eligible for ETS services; determine and provide services needed.

- Determine and provide program services needed
- 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 project participants.
  
- Assist enrolled participants in clarifying realistic educational goals. Identify needed Support services.
- Maintain counseling caseload of 250-300 program participants and documentation, reports and records. Submit monthly reports to the Assistant Director.
- Identify participant's needs and refer to other programs or social service agencies when appropriate.
- Assist students with course selection and audit student grade reports.
- Monitor developed mentor/mentee relationships.
- Maintain a network of contacts and resources in project area to promote RIETS and all program services.
- Coordinate and provide follow-up and advocacy for persons who are enrolled in the ETS program.
- Develop and maintain a comprehensive knowledge and information on financial aid resources, area academic support programs; their requirements, policies and procedures for use in serving ETS participants.
- Interact with and support target schools and community based organizations personnel to accomplish program goals and objectives
- Develop and maintain a referral network with schools and agencies serving minority, low income and ESL students.
- Develop and maintain comprehensive knowledge and information on financial and academic assistance programs, requirement policies and procedures for use in serving ETS participants.
- Identify client's needs and refer to other social service agencies when appropriate.
- Assist in all project special events.
- Attend in-service and other job related training.
- Communicate effectively with Project Director and all other project staff in order to ensure the continued, successful operation of the program.
  - Serve as staff in secondary schools and other sites.

- Educate secondary school personnel and participant parents about program goals and services.

Perform other related duties as required.

#### **LICENSES, TOOLS AND EQUIPMENT:**

Must have access to and use of own transportation.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

#### **QUALIFICATIONS:**

Bachelor's degree in related field required. At least 2 years of recruiting and advising experience with educational programs serving low-income students required. Experience working within a post-secondary educational institution and in a Title IV grant program 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.

#### **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](mailto: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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