



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

LIMITED

POSITION*: Coordinator/Counselor

LOCATION: Educational Talent Search Center

REPORTS TO: Director, Educational Opportunities Center/ETS

GRADE: CCRIPSA 10

WORK SCHEDULE: 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 identify, recruit, enroll and assist eligible youths in completing secondary school and enrolling in a post-secondary 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 provide motivational support for program participants to promote high school retention and graduation, college enrollment, and degree attainment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Recruit, identify and screen secondary school students eligible for ETS services.

Determine and provide program services needed.

Carry out direct outreach activities at secondary schools, community based organizations, community meetings and other appropriate settings to fill caseload requirements.

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

Serve as staff liaison in target secondary schools and other sites.

Develop and coordinate support services such as tutoring and skills workshops for caseload participants.

Provide one-on-one or group vocational, career and academic advising to project participants.

Maintain a counseling caseload of 250-300 program participants, as well as individual caseload documentation, reports and records.

Submit monthly reports to the Director.

Identify participant's needs and refer to other programs or social services agencies when appropriate.

Assist participants with course selection and audit student grade reports.

Monitor mentor/mentee relationships.

Coordinate and provide follow-up and advocacy for program participants.

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 of schools and agencies serving low income and potential first generation college bound students.

Maintain a network of contacts and resources in project area to promote RIETS, its goals, objectives and services.

Assist in all project special events.

Attend in-service and other job related training.

Communicate effectively with Project Director, Associate Director and all other project staff in order to ensure the continued, successful operation of the program.

Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Telephone, calculator, copy machine, personal computer. Must have access to and use of own transportation.

QUALIFICATIONS:

Bachelor's degree in education, counseling, social work, higher education administration or an appropriate field related to program objectives required. Minimum of two (2) years of experience with federal TRIO programs, academic support programs, advising or similar educational programs serving low income and/or potential first generation college bound students required. Extensive knowledge of post-secondary education programs, admissions and financial aid processes are required. Excellent interpersonal and communication skills and the ability to work independently with minimal supervision are essential. Experience working in a secondary or post-secondary educational institution useful.

Individuals who have succeeded in overcoming the disadvantages of circumstances similar to those of RIETS participants, are strongly encouraged to apply.

***This position is grant funded and limited to August 31st with possibility of renewal after annual review.**

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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