



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

LIMITED POSITION*:	Director, TRIO Educational Talent Search
LOCATION:	CCRI – Liston Campus
REPORTS TO:	Dean, Office of Opportunity and Outreach
GRADE:	CCRIPSA 14

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:

Reporting to the Dean, Office of Opportunity and Outreach, the Director is responsible for the overall development, planning, administration and day-to-day management of the Rhode Island Educational Talent Search (RIETS) program, ensures compliance with all aspects of federal regulations pertaining to programs. Provides leadership for staff development. Oversees and coordinates all planning and execution of the services provided to participants.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Administrative

- Oversee day-to-day operation of RIETS project.
- Establish and supervise the operation of RIETS project management information system.

- Build, administer and evaluate program budgets. Work closely with the Controller's Office, Institutional Advancement, and Dean, Office and Opportunity and Outreach to ensure proper spending.
- Ensure proper and timely grant reporting and disseminate reports to external and internal stakeholders.
- Work with Institutional Advancement, Institutional Research and other departments to support the development of RIETS project grant proposals; develop all fiscal plans and expend project funds as required.
- Keep the Dean, Office of Opportunity and Outreach, abreast of all major developments in the RIETS project.

Leadership/Management

- Establish working relationships with target schools and districts that serve the RIETS target population.
- Recruit, hire, lead and supervise RIETS personnel.
- Participate in Opportunity & Outreach leadership team meetings, serve on target school and district committees and participate in a variety of college-wide meetings and activities as necessary and appropriate to promote the RIETS program.
- Conduct information/in-service training sessions for staff regarding program objectives, reporting requirements, policies and procedures.
- Promote continuous learning and professional development for all project staff by participating in local, regional and national conferences and training opportunities.
- Ensure project staff responsibilities align with project goals, policies and procedures and applicable governing and/or collective bargaining units.
- Conduct regular performance evaluations to ensure continuous improvement and identify opportunities for growth.
- Promote a positive and inclusive work environment that supports the professional growth of staff while championing a commitment to service excellence and student/participant success.

Student Success

- Recruit and confirm eligibility of program participants.
- Coordinate and assess participants' educational needs and their progress in reaching goals.
- Provide services to project participants' to enhance their academic performance, retention, on-time high school graduation and enrollment into college.
- Develop, implement, and monitor tutoring and study skills instruction.
- Develop and monitor academic, career and college guidance/case management activities.
- Coordinate RIETS summer activities, special programs and college transition services.
- Perform other duties related to the success of the project as required.

QUALIFICATIONS:

- Master's degree in a related field required with a minimum of two years supervisory and managerial experience in a diversified urban required. Experience working in a postsecondary education setting required
- A minimum of five years of experience advising and/or counseling low-income students

required.

- Demonstrated experience with federal TRIO grant administration, management and knowledge of successful proposal writing.
- Knowledge of social identities, oppression and privilege.
- Ability to work effectively and collaboratively in a diverse, inclusive and student-centered environment, with participants of various learning styles, cultures, identities, and life-experiences
- Excellent analytical, organizational, written and interpersonal communication skills,
- Lead with integrity, ethics, compassion and intercultural humility.
- Demonstrated ability to motivate and manage energetic, outcome-oriented teams.
- Ability to travel to meetings, trainings and target school locations.
- Demonstrated self-starter and ability to work with minimal supervision.
- An unwavering spirit of optimism and commitment to the success of every program participant.
- A passionate commitment to educational opportunity and the mission of the federal TRIO Educational Talent Search program.

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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Knight Campus

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