



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Coordinator/Counselor – SSS Disabilities Program
<b>LOCATION:</b>	Primarily Knight
<b>REPORTS TO:</b>	Director, TRIO Student Support Services -- Disabilities
<b>GRADE:</b>	CCRIPSA 10
<b>WORK SCHEDULE:</b>	Non-standard; 35 hours per week, Some evening work required
<b>SUPERVISES:</b>	May supervise part-time coaches and tutors

**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:**

Establish, coordinate and conduct activities to inform and recruit students with documented disabilities who are low-income and first-generation and/or students with a documented disability about the TRIO Student Support Services -- Disabilities program. Provide support services to ensure students persist at CCRI, graduate and transfer.

TRIO Student Support Services – Disabilities provides information and support to eligible CCRI students with disabilities to successfully persist and graduate from CCRI. The coordinator/counselor provides individualized and group academic advising, motivational coaching,

**Knight Campus**

academic support, study skills development, coaching, facilitating transfer opportunities and applying to and gaining financial assistance for transfer to institutions that award baccalaureate degrees.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Commitment to CCRI's Mission:**

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students with documented disabilities of various learning styles, cultures, identities, and life-experiences.
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.

### **Outreach and Recruitment:**

- Recruit and serve a caseload of 80 – 100 CCRI students eligible for the TRIO SSS-D services through various outreach activities, including collaboration with the Office of Accessibility, Inclusion and Disability Services, classroom presentations, campus events, open houses, department meetings and assess applicants in their need for SSS-D services.
- Seek, establish and support partnerships with internal departments such as Advising and Counseling, and academic departments that will help sustain and increase the number of SSS-D students.

### **Advising and Counseling:**

- Conduct academic and career assessments and exploration to assist participants to clarify educational goals and to select a program of study.
- Provide academic advisement to ensure proper course selection and completion of academic program.
- Provide assistance with course registration.
- Conduct financial aid advising including assistance in completing financial aid applications (FAFSA, loans, etc.) and verification requirements.
- Provide transfer advising including presentations on college admissions, financial aid, and scholarship applications.
- Coordinate and provide support services such as academic development, study skills, coaching and tutoring.
- Teach student success seminar, develop and conduct skill development workshops and financial literacy activities for program participants.
- Develop needs based academic and cultural programming for SSS-D participants.
- Participate in developing and presenting program orientations and workshops.
- Assist students with scheduling and program coordination.
- Motivate and encourage participants' persistence toward achieving a postsecondary degree

### **Work Management/Recordkeeping:**

- Required to achieve prescribed annual enrollment, persistence, graduation and transfer outcomes.
- Maintain eligibility documentation as required by a TRIO Student Support Services – Disabilities project.

- Maintain documentation of services via concise, timely, and accurate advising/counseling notes.
- Assist with data for preparation of the Department of Education Annual Performance Report.
- Assist in reporting program outcomes as required by CCRI or the state.

**Teamwork/Collaboration:**

- Develop and maintain comprehensive knowledge and information on financial, college transfer admissions and academic assistance programs, their requirements, policies and procedures.
- Remain current on the latest trends in college access and success.
- Required to attend in-service and other job related trainings.
- Communicate effectively with Project Director and all other project staff in order to ensure the continued successful operation of the program.
- Assist in all project's special events.
- Other related duties as assigned.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree in Education/Special Education, Counseling, Social Work or Psychology with a Master's degree preferred.
- At least three (3) years' continuous experience in providing specialized support services specifically to students with disabilities who are also low-income and/or first-generation in college, preferably in a community college setting.

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

- Demonstrated success in providing individualized and group support services to students with disabilities to support retention, strong academic performance, graduation and transfer.
- Working knowledge of ADA/504 and related disability access laws.
- Knowledge and experience with a wide variety of disabilities and how to work with disability types to promote student success.
- Working knowledge of placement testing, career, personal, academic and psychological assessments.
- Knowledge of individual emotional and behavior patterns as well as social and economic factors that contribute to student concerns.
- Excellent analytical, organizational and communication skills.
- Ability to work independently on multiple assignments and to work collaboratively within a team.
- Demonstrated advocacy and commitment to student success and a deep understanding of the challenges faced by students with disabilities who are also low-income and/or first generation in college.
- Strong interpersonal skills and ability to work effectively and collegially with students, faculty, staff, administrators, colleagues and outside parties as required.
- Ability to establish and maintain cooperative working relationships with faculty, staff and students essential.
- Demonstrated ability to effectively communicate with the population served by the - TRIO Student Support Services – Disabilities program.
- Will have experience working with a student information system (BANNER, MS Access, DegreeWorks) and with early alert system (Starfish) or texting system (Signal Vine).

- Commitment to providing educational opportunity to students with disabilities who are from low-income and first-generation backgrounds.
- Will have a Master's degree in a related field.

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

**\*This position is grant funded and limited with possibility of renewal after annual review through August 2021.**

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

- Proficiency with desktop information technology, including personal computers, modern software databases, and associated peripheral equipment and software.
- Proficiency with office equipment such as printers, faxes, telephone systems, and copiers.
- 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 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>