



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Coordinator/Counselor
LOCATION:	ACCESS, Knight Campus
REPORTS TO:	Director, ACCESS/Educational Opportunity Center
GRADE:	CCRIPSA 10
WORK SCHEDULE:	Non-standard; 35 hours per week, Some evening work required
SUPERVISES:	N/A

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 low-income, first-generation and/or students with a documented disability about the Access (TRIO Student Support Services) program. Provide support services to ensure students persist at CCRI, graduate and transfer.

Access provides information and support to CCRI students to continue in and graduate from CCRI. Access coordinator/counselors provide assistance in learning about transfer opportunities and applying to and gaining financial assistance for transfer to institutions that award baccalaureate degrees.

Knight Campus

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.
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.

Outreach and Recruitment:

- Recruit caseload of 80 CCRI students eligible for Access services through various outreach activities, including classroom presentations, campus events, open houses, departmental meetings and assess applicants in their need for Access 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 Access 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 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 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 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 Counseling, Social Work, Higher Education Administration, Communications, Psychology, Education or Bilingual Education, required.
- Three (3) years' experience in providing student support services to students who are low-income, first-generation in college and/or have a documented disability preferably in a college setting or with a college prep program is required.

The most suitably qualified candidate will possess the following competencies:

- 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 low-income, first generation in college and/or have a documented disability.
- 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 Access - TRIO/Student Support Services 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 from low-income and first-generation backgrounds, and students with disabilities.
- 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 to August 31, 2020, 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.

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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