



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION: CAREER PLACEMENT OFFICER

LOCATION: Career Services/Workforce Partnerships

REPORTS TO: Assistant Director of Career Placement

GRADE: PSA 11

WORK SCHEDULE: Non-Standard: 35 hours per week, some evening work required

SUPERVISES:

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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>

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Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

JOB SUMMARY:

CCRI Career Services provides directions for student deciding on a career or major and also includes exercises, self-assessments and the how-to of getting employed. We also help prepare students for jobs, internships, and important life skills. Career Services prepares students to research information, build decision-making skills, strategically plan a path to a goal, and become resourceful and flexible in the face of inevitable work world changes. **Enter description of department**

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 of various learning styles, cultures, identities, and life-experiences.
- **Demonstrate a commitment to the philosophy and mission of a comprehensive community college.**

EMPLOYER ENGAGEMENT Performance Category 2:

- Engage employers and businesses to obtain employment and experiential opportunities in business and industry for students and alumni in all curricula.
- Counsel, prepare and enhance hiring potential of students, new graduates and alumni into the job market. Assist in the placement of work study eligible students
- Generate employment opportunities for CCRI students and alumni by establishing and maintaining productive employer partnerships.
- Market career services and programs to business and industry, as well as non-profits and internal constituencies, by developing programs, targeting mailings and e-mailings, attending promotional events, presenting information and workshops at various business functions, and through involvement in business associations such as the Chamber of Commerce.
- Aggressively contact businesses and industries in the College's service area to develop partnerships and placements.
- Identify the number and types of positions needed by CCRI Cooperative Work Experience and secure experiential opportunities with employers.
- Contact business and industry to develop reciprocally beneficial partnerships for jobs, internships and job shadowing opportunities.
- Assist employers in advertising job opportunities through CCRI's on-line jobs posting platform.
- Develop an active on-campus business and industry presence. Schedule and advertise campus recruitment for employers.

Duty One**STUDENT ENGAGEMENT Performance Category 3:**

- Help students identify employment options that match their career interests. Assist students in all aspects of the job search including resume writing, interviewing techniques and job referrals.

- Collaborate and promote Career Services through in-class presentations, career related workshops, and student organization outreach in concert with college support services.
- Provide targeted career information and resources for specific majors and interest groups to students, alumni, faculty, and staff as needed.
- Actively recruit students from all curriculum areas for the Cooperative Work Experience four credit class.

• **Duty One**

TEAMWORK/COLLABORATION Performance Category 4:

- Develop and maintain a collaborative relationship with academic departments and all college stakeholders.
- Work with outside organizations, the Financial Aid Office and work-study students to set up written off-campus partnerships and facilitate hiring paperwork.

• **Duty One**

TECHNOLOGICAL ABILITIES:

Departmental Support:

- Assist with maintaining employer database(s). Maintain student files as needed. Submit monthly report.
- Ensure that new jobs and internships are submitted and posted in career management system
- Assist in publicizing job placement and internship opportunities to the College community.

PROGRAM DEVELOPMENT:

- Participate in the planning of new experiential learning programs in all college curricula.
- Participate in coordination and organization of on-campus events such as the annual Career and Internship job fair.
- Schedule and follow up on student interviews with prospective employers.

OTHER DUTIES:

- Attend seminars and other training opportunities for professional development.
- Other related duties as assigned.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

• **Duty One**

The most suitably qualified candidate will possess the following competencies:

MINIMUM REQUIREMENTS: QUALIFICATIONS

- Bachelor's Degree, required.
- Three years' work experience in job development and marketing, required.
- Experience with electronic career management systems, required.
- Computer proficiency, required. Enter ONLY minimum education and relevant experience required.

COMPETENCIES:

The most suitably qualified candidate will possess the following competencies:

- Will be a student centered professional in higher education with the ability and experience to interact and support a diverse student body in a positive, friendly, and welcoming manner.
- Will have previous work experience building employer relations in a higher education setting.
- Will be knowledgeable of labor market trends, employer needs and best practices in career services.
- Will be familiar with social media platforms.
- Will have excellent presentation, networking and communication skills.
- Will have a collaborative and team oriented working style.
- Will possess an earned Master's Degree.

The most suitably qualified candidate will possess the following competencies:

LICENSES, TOOLS AND EQUIPMENT:

- Various office equipment which may include computers, typewriters, telephones, copy and fax machines, calculators, etc.
- 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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