



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Director of Career Education and Planning
<b>LOCATION:</b>	Initially located at the Warwick Campus
<b>APPOINTMENT:</b>	Non-Standard; 35 hours/week. Evening/Weekend work occasionally required
<b>SALARY:</b>	PSA 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>

**JOB SUMMARY:**

Responsible for the supervision and coordination of all Career Education and Planning programs and activities, so as to ensure that students and alumni are given opportunities to explore and select career options and acquire work related experiences to maximize career placement prospects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Establish departmental policy and procedures in alignment with institutional mission.
- Supervise and coordinate all staff, programs, and activities across all campus and off-campus locations to ensure the highest quality service to students, alumni and businesses;

as well as provide consistency of approach, message, and procedures for effective communications, teamwork, and customer service.

- Provide direct career counseling and/or career placement assistance on the Warwick campus as needed.
- Provide and maintain an effective career discovery and planning program for new students, recent graduates, and alumni including administering career assessments, providing career resource and research materials, and direct career counseling and advising, across all campuses for all constituencies.
- Provide and maintain an effective experiential education program for students and alumni through internships, work-study jobs, and part-time employment opportunities. Manage the Cooperative Work Education Seminar (LIBA 1000) including scheduling and the selection and training of College personnel and employers in the concepts, practices, and supervision of the internship program.
- Provide and maintain an effective placement support program for students and alumni through preparation workshops, placement assistance, career events, online tools, and networking opportunities.
- Manage the departmental budget.
- Coordinate with other departments to identify and implement joint initiatives which would introduce new, career related opportunities and benefits to students.
- Periodically submit to the Dean recommended goals, strategies, plans, reports, and budgets.
- Assist in the preparation and publication of the annual Career Placement and Graduate Transfer Report.
- Maintain healthy and productive relationships with all college and divisional departments, as well as with College faculty and staff. . Regularly build and develop strong relations with academic departments for the purposes of increasing communication regarding industry trends and the effectiveness of internship programs.
- Develop and maintain partnerships and relationships with business, industry and non-profits for the purposes of keeping college programs current and vital as well as networking to ensure maximum opportunities for CCRI students and alumni.
- Ensure that career information and resources are current and made available to the entire CCRI community as needed, such as through the on-line job locator, CSO, the Career Education and Planning website, passive education, and other electronic and hard-copy media. Remain abreast of trends in career education, employment, the economy, and in affiliated business and industry.

All other related duties as may be assigned.

#### **QUALIFICATIONS:**

- Master's degree in higher education, counseling, adult education or similar program required. Management experience in the above preferred.
- At least seven years' experience in student work experience placement, student career counseling, teaching, or business training services.
- Must be well-versed in career development theory and recognized best professional practices

- Must have strong interpersonal skills and demonstrated proficiency in written and oral communications.
- Administrative, supervisory and organizational skills with an ability to prioritize is required.
- Proven skills in marketing, collaboration, and team work.
- Demonstrated ability to network, advocate and interface with various institutional and departmental constituents.

**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>

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