POSITION DESCRIPTION

POSITION: Coordinator

LOCATION: Office of the Dean of Administration

REPORTS TO: Director of Administration

GRADE: CCRIPSA 10

WORK SCHEDULE: 35 hours per week, non-standard

BASIC FUNCTION: To coordinate facility scheduling for activities sponsored by agencies, associations and community groups external to the Community College with an emphasis on those pertaining to energy conservation.

DUTIES & RESPONSIBILITIES:

Maintain facility use schedules for community sponsored activities at both campuses of CCRI.

Coordinate the development of programs with interested state and local agencies.

Participate in the development of and schedule energy conservation forums for the purpose of increasing public awareness and understanding of energy issues.

QUALIFICATIONS:

Bachelor's degree in appropriate field preferred. At least 2 years of experience in a similar capacity.

Or, any combination of education and experience which is substantially equivalent to the above education and experience.

CCRI is an Equal Opportunity / Diversity Employer.
Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period.
TTY: (401) 825-2313.
All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. 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.

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