POSITION DESCRIPTION

*LIMITED POSITION:* Coordinator

**LOCATION:** Primarily the Warwick Campus

**REPORTS TO:** CCRI Biology Chair

**GRADE & SALARY:** CCRIPSA 10; (Salary commensurate with education and experience

**WORK SCHEDULE:** 35 hours per week; Non-Standard Schedule may vary based on the needs of the Center

**BASIC FUNCTION:** Responsible for coordinating all aspects of assigned grant for CCRI.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Primary staff member at CCRI responsible for proposal writing, budget management, program development/operation/outcomes, and reporting for specified programs.
- Identify and order equipment for the Center at CCRI and Outreach Centers using the Banner system.
- Represents CCRI as part of the management team of the ESPCoR Academy at URI. Participates in the activities and goals of the Academy.
- Coordination of all grant activities related to the preparation of students and educators in the area of biotechnology and biomanufacturing.
- Development, coordination, and delivery of outreach activities relating to biotechnology.
- Promoting activities related to the center, including highlighting accomplishments of educators and students.
- Communication to all interested constituencies, including industry representatives, K-12 and college educators, students, government representatives, and community representatives via email, phone, and the grant website as appropriate.
- Development and implementation of policies and procedures for center activities.
- Identification of new sources of funding and development of proposals to continue the activities of the center.
- Keep informed and help disseminate information about statewide opportunities and activities of the grant.
- Facilitation of cross-institutional activities and partnerships related to grant objectives.
- Collaborate with faculty and administrators at CCRI, to ensure successful operation of the center.
- Perform other duties as assigned.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345
LICENSES, TOOLS AND EQUIPMENT:
Standard office equipment and functional ability in current word processing, database, and spreadsheet packages is required, with the ability to learn the CCRI information system and new programs as technology changes. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:
• A Bachelor’s degree in a field of Life Science is required; Master’s degree and/or workplace experience in a related field is strongly preferred.
• Experience in biotechnology and workforce education is strongly preferred.
• Strong oral and written (including email) communication skills are essential.
• Organization, resourcefulness, responsiveness, and creativity are essential qualities.
• Demonstrated experience managing multiple projects.
• Demonstrated advocacy and commitment to student success and an understanding of the challenges faced by non-traditional students.
• Experience as an educator in a community college setting is desired.
• Significant professional experience with problem solving and conflict resolution.
• Demonstrated experience in project management and collaborative teamwork.
• Ability to establish and maintain cooperative working relationships with faculty, staff and students.
• Strong computer skills, including knowledge of MSWord, Excel and Power Point required.

*This position is grant funded and subject to availability of funds.

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.

9/2009