



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

***LIMITED POSITION DESCRIPTION**

TITLE:	Coordinator
LOCATION:	Workforce Development (all campuses)
REPORTS TO:	Director of Workforce Development Program Delivery or designee
GRADE:	CCRIPSA 10
WORK SCHEDULE:	35 hours per week, non-standard; some evening and weekend work may be required; holidays on occasion.
SUPERVISES:	May supervise clerical staff; instructors, trainers, consultants

CCRI Mission:

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 the state. 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. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY:

To coordinate and provide day-to-day support for assigned workforce development programs developed between the College and businesses and industries statewide. This position is responsible for providing extraordinary customer service to students, faculty, staff, partners and visitors.

DUTIES AND RESPONSIBILITIES:

- Serve as the primary contact person for students for all assigned workforce development programs.
- Facilitate the hiring and training of vendors, instructors, and staff necessary to fulfill program needs including coordinating with third party entities such as employer or industry partners to ensure that qualifications and suitability requirements are met.
- Schedule and coordinate assigned programs and services, including vendors, instructors and/or staff necessary to fulfill program needs.
- Coordinate the preparation of all program materials and program delivery logistics (room, books, materials, equipment, etc.).
- Ensure that activities are scheduled in a cost-effective manner while still adhering to the necessary academic outcomes.

Knight Campus

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

- Responsible for validating and approving time submissions by all of the same parties and direct reports and processing for payment/reimbursement in an efficient and timely manner.
- Responsible for entry of student registration tracking and data input into CCRI Banner module as well as subsequent student achievement tracking.
- Responsible for risk management documentation for programs administered as required.
- Conduct feedback assessments and surveys of customer satisfaction; work with administration to facilitate improvements.
- Participate in writing grant proposals as needed.
- Set up training workshops for CCRI faculty who teach for CWCE in order to familiarize them with work site issues and worker learning styles.
- Assists in the identification and recruitment of prospective students for all assigned programs; coordinate referral programs and support services available to employees/students.
- Ensure highest possible level of quality and responsiveness, including internal/external communications, training, customer services, and all other applicable processes and functions.
- Maintain proactive and productive relationships with all applicable external entities to ensure their maximum awareness of the role and services of the workforce development division. Such entities to include state/local government agencies, community-based organizations, educational institutions, and others as appropriate.
- Maintain efficient and effective coordination and communication with all College staff and faculty resources.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Represent and promote the college and division by serving on task forces, committees and participating in events within the College and community as needed.
- Performs other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Proficiency in Microsoft personal computer products and college's administrative banner system. Various office equipment including MFD, telephone, and calculator. Must have access to and use of personal transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Bachelor's degree required.
- Experience working with representatives from business and industry preferred.
- Experience coordinating the delivery of workshops, seminars or training sessions to groups or individuals, preferably adult populations is desired.
- Computer spreadsheet, database and word processing experience required.
- Knowledge of automated student information system preferred.
- Familiarity with CCRI and its programs preferred.
- Exceptional interpersonal and communication skills is essential.
- Excellent organizational skills with attention to detail is essential.
- Must be able to work independently and apply good decision-making skills.
- Demonstrated ability to work collaboratively in a team-oriented environment required.
- Must be an energetic self-starter, comfortable working in a busy, diverse environment.
- Incumbent must be a poised, professional and energetic with a positive and confident demeanor.

***This position is third-party funded until June 30th and subject for possible renewal**

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. 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 Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ecanning@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: <http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>