



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**\*LIMITED PERIOD POSITION DESCRIPTION**

**POSITION TITLE:** Coordinator of Prior Learning Assessment & Career Advancement

**LOCATION:** Office of Vice President for Academic Affairs  
Initially the Warwick Campus; other campus locations may be required

**REPORTS TO:** Vice President for Academic Affairs or designee

**GRADE:** PSA 12

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

**JOB SUMMARY:** Responsible for providing oversight for the development and coordination of all activities related to Prior Learning Assessment (PLA) and Credit for Prior Learning; areas such as portfolio assessment, military evaluations, and challenge exams are some examples.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintain currency with prior learning assessment (PLA) “best practices” and organizations.
- Create/revise and recommend CCRI’s policies and practices related to PLA so that they are consistent with standards relate to accreditation.
- Maintain and update all print and electronic media regarding current practices, policies and procedures regarding the awarding of credit for prior learning and create new materials.
- Serve as constant point of contact and resource to answer all questions from students, faculty and staff related to PLA.
- Assume a lead role in assisting students to evaluate their next steps after completing an “intake survey” tool.
- Conduct training sessions to assist faculty and staff in understanding their roles in the PLA process.
- Conduct training sessions with advisors and admissions’ staff to staff to assist them in understanding their role in the PLA process.
- Meet with employers and other state agencies as requested by the VPAA to explain the process for petitioning credit for prior learning.

**Knight Campus**

- Create campus-wide database to track the number of students pursuing PLA, including information on credits awarded, successful applications, methods used to award credit, and prepare quarterly report.
- Create/revise curriculum to assist students in successfully completing PLA process.
- Create, administer and evaluate survey results of students who have undertaken the process to receive credit for prior learning.
- Create and share feedback information gained from evaluation measures with campus personnel involved in PLA.
- Periodically recommend changes to the PLA process based on results of feedback measures and patterns of emerging from data.
- Review students' use of PLA process and compare with CCRI's demographic patterns to discern PLA process is utilized to its fullest by all student groups.
- Establish and maintain related files.
- Travel between CCRI campuses as required.
- Perform related work as required.

#### **LICENSES, TOOLS, AND EQUIPMENT:**

Various office equipment which includes computer and various software, telephone, calculator, copy and fax machines, etc. Must have access to and use of own transportation.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

#### **QUALIFICATIONS:**

- Master's degree in Education, Counseling or related field required; Terminal degree preferred.
- Demonstrated experience with awarding credit for prior learning required.
- Experience working with adult clients and knowledge of the fundamental principles of adult education required.
- Five years' relevant career, guidance, or academic advising work experience preferred.
- Experience utilizing educational achievement/career assessments.
- Demonstrated understanding of competency-based education.
- Experience working with and assessing student learning outcomes, preferably in a higher education setting.
- Experience providing career counseling and conducting workshops in the employment and training field preferred.
- Demonstrated experience working with a diverse group of adult learners.
- Demonstrated track record of establishing respectful relationships with adult learners.
- Experience working in a higher education setting.
- Experience working in online learning formats.

- Competent in using applications in Microsoft Office Suite.

**\*This position is grant-funded and limited to 3/31/2017 with possibility of extension.**

**CCRI is an Equal Opportunity / Diversity Employer.**

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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