



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

Limited position	Associate Director TRIO Outreach Programs
POSITION NO.	502052
LOCATION	Providence Campus
REPORTS TO	Director TRIO Educational Opportunity Center & SSS Programs
GRADE	CCRIPSA 13
SUPERVISES:	Students; Coordinates professional staff
WORK SCHEDULE	Non-Standard: 35 hours per week; some evening work included
REVISION DATE	January 2020

JOB SUMMARY:

The Educational Opportunity Center (EOC) provides free and confidential services to help Rhode Islanders access higher education opportunities and financial aid. As part of the EOC's work, TRIO Programs provide assistance and support to low income and/or first-generation college bound students so that they have the opportunity to succeed in a higher education institution.

In partnership with the EOC Director, the Associate Director – TRIO Outreach Programs will plan and manage all phases of the Educational Opportunity Center, including coordinating outreach activities, preparing program reports, analyzing budgetary information and assisting with preparing grant applications. Responsible for the project's data collection and management information system, evaluating program activities, and program public relations. Provide direct advising and information on student financial assistance.

DUTIES AND RESPONSIBILITIES:

Program Management

- With the Director, responsible for the coordination of all outreach and counseling activities of the EOC Program.
- Engage in research and planning activities necessary for the success of EOC; analyze, document and report client demographics, needs and services; progress and outcomes.
- Support the development of any relevant program policies or procedures.
- Assist in developing and organizing project special events.
- Coordinate matters pertaining to EOC with appropriate College departments and offices.
- Provide direct advising to persons seeking postsecondary education, including financial aid information and assistance.
- Identify clients' needs and refer to other social service agencies, when appropriate.
- Maintain individual caseload reports, records and documentation.
- Attend in-service and other job-related training.
- Communicate effectively with the Project Director and all other project staff in order to ensure the continued successful operation of the program.
- Under supervision of the Director and in absence of the Director, coordinate and administer grant program activities

Data Management and Grant Reporting

- Set up and maintain the project's Management Information System by using specific computer programs, as needed to ensure that all relevant project data is collected and properly documented.
- Monitor program's records and outcomes to ensure compliance with federal requirements. Submit reports at least monthly on the basis of the MIS.
- Conduct routine studies, statistical analyses and prepare other data related to EOC operational goals.

Marketing and Outreach

- With the Career Counselor, responsible for program's marketing and communications to ensure a true and

unified view of the project as a whole.

- Identify and maintain liaison with public and private programs that can provide a service, assistance or information to target populations; this involves postsecondary institutions, both public and private, and also social service agencies, secondary schools, etc.

Department Management

- Train new TRIO program staff.
- Submit monthly work reports to the Director.

Other

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively with others in a diverse and inclusive environment.
- Other related duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

Various office equipment which may include computers, typewriters, telephones, copy and fax machines, calculators, etc.; Computer and related software programs.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree
- At least three years of experience providing educational and support services to low income, first generation participants in a postsecondary institution or other college access program
- Experience managing student/relational database
- Must have grant writing and program reporting experience;
- At least two years of supervisory experience

PREFERRED QUALIFICATIONS:

- Master's degree in Education/Special Education, Counseling, Social Work, Student Development, Higher Education Administration, Public Administration, or related field

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.