



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator Counselor, Access Plus
POSITION NO.	502031, 502828, 503016, 503073
LOCATION	Lincoln Campus
REPORTS TO	Program Director Access Plus
GRADE	PSA 10
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	N/A
LIMITATION (if applicable)	August 31, 2025
REVISION DATE	April 30, 2024

JOB SUMMARY:

Establish, coordinate and conduct activities to inform and recruit students with documented disabilities who may also be low-income and first-generation about the TRIO Student Support Services — Disabilities program. Provide support services to ensure program participants persist at CCRI, graduate, and transfer.

Access Plus, a TRIO Student Support Services disability-specific project, provides information and support to eligible CCRI students with disabilities to successfully persist and graduate from CCRI. The coordinator/counselor provides individualized and group academic advising, motivational coaching, academic support, study skills development, coaching, facilitating transfer opportunities, and applying to and gaining financial assistance for transfer to institutions that award baccalaureate degrees.

This position is grant-funded and with a term-limitation of August 31, 2023. Extension is possible and contingent upon availability of grant funds through August 31, 2025.

DUTIES AND RESPONSIBILITIES:

- Recruit and serve a caseload of 80 – 100 CCRI students eligible for Access Plus TRIO SSS-D services through various outreach activities, including collaboration with the Office of Accessibility, Inclusion and Disability Services, classroom presentations, campus events, open houses, department meetings and assess applicants in their need for SSS-D services.
- Seek, establish and support partnerships with internal departments such as Advising and Counseling, and academic departments that will help sustain and increase the number of SSS-D students.
- Conduct academic and career assessments and exploration to assist participants to clarify educational goals and selecting a program of study.
- Provide academic advisement to ensure proper course selection and completion of academic pathways and programs.
- Provide assistance with course registration.
- Conduct financial aid advising including assistance in completing financial aid applications (FAFSA, loans, etc.) and verification requirements.
- Provide transfer advising including presentations on college admissions, financial aid, and scholarship applications.
- Coordinate and provide support services such as academic development, study skills, coaching, and tutoring.
- Teach student success seminars, and develop and conduct skill development workshops and financial literacy activities for program participants.
- Develop needs-based academic and cultural programming for SSS-D participants.
- Participate in developing and presenting program orientations and workshops.
- Assist students with scheduling and program coordination.
- Motivate and encourage participants' persistence toward achieving a postsecondary degree.
- Required to achieve prescribed annual enrollment, persistence, graduation, and transfer outcomes.
- Maintain eligibility documentation as required by a TRIO Student Support Services – Disabilities project.

- Maintain documentation of services via concise, timely, and accurate advising/counseling notes.
- Assist with data for preparation of the US Department of Education Annual Performance Report.
- Assist in reporting program outcomes as required by CCRI or the state.
- Develop and maintain comprehensive knowledge and information on financial, college transfer admissions and academic assistance programs, their requirements, policies and procedures.
- Remain current on the latest trends in college access and success.
- Required to attend in-service and other job-related training.
- Communicate effectively with Project Director and all other project staff in order to ensure the continued successful operation of the program.
- Assist in all project's special events.
- Other related duties as assigned

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Education/Special Education, Counseling, Social Work, or Psychology with a Master's degree preferred.
- At least three (3) years' continuous experience in providing specialized support services specifically to students with disabilities who are also low-income and/or first-generation in college, preferably in a community college setting.

PREFERRED QUALIFICATIONS:

- Demonstrated success in providing individualized and group support services to students with disabilities to support retention, strong academic performance, graduation and transfer.
- Working knowledge of ADA/504 and related disability access laws.
- Knowledge and experience with a wide variety of disabilities and how to work with disability types to promote student success.
- Working knowledge of placement testing, career, personal, academic and psychological assessments.
- Knowledge of individual emotional and behavior patterns as well as social and economic factors that contribute to student concerns.
- Excellent analytical, organizational, and communication skills.
- Ability to work independently on multiple assignments and to work collaboratively within a team.
- Demonstrated advocacy and commitment to student success and a deep understanding of the challenges faced by students with disabilities who are also low-income and/or first generation in college.
- Strong interpersonal skills and ability to work effectively and collegially with students, faculty, staff, administrators, colleagues and outside parties as required.
- Ability to establish and maintain cooperative working relationships with faculty, staff and students essential.
- Demonstrated ability to effectively communicate with the population served by the – TRIO Student Support Services – Disabilities program.
- Commitment to providing educational opportunity to students with disabilities who are from low-income and first-generation backgrounds.

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