



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator Counselor EOC
POSITION NO.	501754, 501757, 502829, 503089
LOCATION	Liston Campus
REPORTS TO	Director EOC
GRADEPSA 10	
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	N/A
LIMITATION (if applicable)	Date. Subject to renewal after annual review.
REVISION DATE	April 30, 2024

JOB SUMMARY:

EOC provides information and support to adults students to apply to and enroll in programs of postsecondary education. Two thirds of those served by EOC are from low-income households and are first-generation college students.

The Coordinator/Counselor establishes, coordinates and conducts activities that inform low-income, first-generation persons about postsecondary education opportunities. The Coordinator/Counselor assists individuals in selecting, applying to and enrolling in programs of postsecondary education; they also provide assistance for related programs.

DUTIES AND RESPONSIBILITIES:

- Recruit 500 participants annually eligible for EOC services through various outreach activities, including open houses, community events, college fairs, assess need for EOC services.
- Conduct direct outreach activities at GED centers, community-based organizations, community meetings, RI Department of Corrections (RIDOC), and other appropriate settings.
- Seek, establish and support partnerships with external organizations that will help sustain and increase the number of EOC participants.
- Maintain a network of contacts and resources in the target areas to promote EOC services and activities; act as EOC liaison with professional organizations whose policies affect EOC participants.
- Counsel EOC participants on the college admissions process including college selections, college major choices, revision of essays, application completion and college enrollment.
- Assist participants in completing financial aid applications (FAFSA, loans, etc.) and financial aid verification requirements. Troubleshoot participants' technical issues by contacting college administrators and seeking appropriate information and guidance.
- Provide loan default counseling to assist a participant's reenrollment in postsecondary education.
- Provide specialized assistance to men, women, and youth housed in RI department of corrections facilities.
- Provide onsite and offsite small-group and large-group presentations on college admissions, financial aid, and financial/economic literacy topics.
- Provide direct advising to persons seeking postsecondary education using a variety of resources; identify appropriate support services as needed.
- Assist participants with educational goals clarification; perform academic and vocational assessments. Provide direct career counseling assistance.
- Identify participant needs and refer them to other social service agencies when appropriate.
- Coordinate with service providers to provide follow-up and advocacy for persons during the period in which they apply for school admissions, financial aid and related services; and while enrolled in a postsecondary institution.
- Achieve annual prescribed admissions and financial aid applications, and postsecondary enrollment targets.
- Maintain individual caseload reports, records and documentation as required.
- Submit monthly reports to the Director.
- Maintain accurate records of participant progress and program activities.
- Ensure confidentiality of participant records.
- Develop and maintain comprehensive knowledge and information on financial, college special admissions

and academic assistance programs, their requirements, policies and procedures, for use in serving EOC participants.

- 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:

- Proficiency with desktop information technology, including personal computers, modern software databases, and associated peripheral equipment and software.
- Various office equipment which may include computers, typewriters, telephones, copy and fax machines, calculators, etc.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in counseling, social work, education, or related field
- Minimum of two (2) years of experience with federal TRIO programs, academic support programs, or similar educational programs advising low-income and or potential first-generation college bound students
- Extensive knowledge of postsecondary education programs and admissions and financial aid processes

PREFERRED QUALIFICATIONS:

- Will have excellent knowledge of community service agencies and supportive services in RI
- Will have excellent interpersonal and communication skills
- Will be able to work independently with minimal supervision
- Will be bilingual (Spanish, Portuguese and/or Asian languages preferred)
- Will have a commitment to providing educational opportunity to adults from low-income first-generation backgrounds
- Will have a demonstrated ability to effectively communicate with the population served by EOC

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