



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Coordinator Counselor ETS
<b>POSITION NO.</b>	501917, 502061, 502266, 502421
<b>LOCATION</b>	Liston Campus
<b>REPORTS TO</b>	Director of Educational Talent Search
<b>GRADE/PSA 10</b>	
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	N/A
<b>LIMITATION (if applicable)</b>	August 31, 2025
<b>REVISION DATE</b>	April 30, 2024

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**JOB SUMMARY:**

The RI Educational Talent Search is a federally funded program designed to assist economically and disadvantaged youth who wish to continue their education beyond the secondary level. The program provides services to eligible 6-12th graders in targeted schools and districts. The Coordinator/Counselor provides academic, career and educational counseling, as well as technical assistance with the entire admission and financial aid application process. The Coordinator/Counselor also provides motivational support and acts as advocate for program participants.

**DUTIES AND RESPONSIBILITIES:**

- Develop and coordinate support services such as tutoring and skills workshops for participants
- Provide direct vocational, career and academic advising to persons seeking post-secondary education including the use of technology and other data resources
- Assist enrolled participants in clarifying realistic educational goals. Identify needed support services
- Assist students with course selection and audit student grade reports
- Coordinate and provide follow-up and advocacy for persons who are enrolled in the ETS program
- Identify clients' needs and refer to other social service agencies when appropriate
- Recruit, identify and screen secondary school students eligible for ETS services; determine and provide services needed
- Orient secondary school personnel to the ETS program
- Serve as staff in secondary schools and other sites and assist persons seeking information about post-secondary programs and services of ETS
- Maintain a network of contacts and resources in project area to promote RIETS and all program services
- Interact with and support the staff of community-based organizations to assist them in publicizing the RIETS in low-income communities throughout the State
- Develop and maintain a referral network with schools and agencies serving minority, low income and ESL students
- Carry out direct outreach activities at secondary schools, community based organizations, community meetings and other appropriate settings
- Maintain counseling caseload of program participants and documentation, reports and records. Submit monthly reports to the Director
- Develop and maintain comprehensive knowledge and information on financial and academic assistance programs, requirement policies and procedures for use in serving ETS participants
- Communicate effectively with Project Director and all other project staff in order to ensure the continued, successful operation of the program
- Attend in-service and other job related training
- Assist in all project special events
- Perform other related duties as required

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in related field
- At least 1 year of recruiting or advising experience with educational programs serving low-income youths
- At least 1 year of experience working within a post-secondary educational institution, college access program, or non-profit organization

**PREFERRED QUALIFICATIONS:**

- Strong interpersonal and communications skills
- Strong organizational skills
- Ability to work independently with minimal supervision
- Ability to communicate effectively, verbally and in writing
- The ability to communicate in Spanish

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