



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Coordinator of Prior Learning Assessment
<b>POSITION NO.</b>	502496
<b>LOCATION</b>	Knight
<b>REPORTS TO</b>	Director Admissions
<b>GRADE</b>	PSA 12
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>LIMITATION (if applicable)</b>	
<b>REVISION DATE</b>	December 2021

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**JOB SUMMARY:**

Will lead the college's efforts to increase the number of CCRI students who earn credit via Prior Learning Assessment (PLA). PLA is an important opportunity for adult learners to earn credit for prior experience in work, educational, and/or military settings. The Coordinator of PLA will be responsible for providing oversight for all activities related to PLA, including strategy and policy, direct work with students, faculty and staff training, and internal and external relationship management and program evaluation.

**DUTIES AND RESPONSIBILITIES:**

**Commitment to CCRI's Mission:**

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

**Coordinate PLA strategy and policy for the institution:**

- Maintain currency with prior learning assessment (PLA) "best practices" and organizations.
- Ensure that CCRI's policies and practices are consistent with PLA standards as they relate to regional 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.
- Provide direct PLA support and guidance to students:
- Work in partnership with Student Affairs, Academic Affairs and Marketing teams to promote PLA opportunities to current and prospective students.
- Assume a lead role in assisting students who are interested in PLA opportunities.
- Work with students to ensure successful completion of the PLA process and transcription of credits.

**Serve as the PLA trainer and point of contact across the institution:**

- Serve as constant point of contact and resource to answer all questions from students, faculty and staff related to PLA.
- 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 assist them in understanding their roles in the PLA process.
- Work with department chairs and faculty to facilitate portfolio development where appropriate.
- Work in close coordination with the Records office on processes for PLA promotion and credit transcription.

**Serve as the PLA point of contact with external partners:**

- Meet with employers and other state agencies as requested by the VPAA to explain the process for petitioning credit for prior learning.
- Work in partnership with other institutions of higher education to ensure smooth transfer of PLA credits.
- Track, evaluate and enhance PLA policies and processes:

- 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, administer and evaluate survey results of students who have undertaken the process to receive credit for prior learning.
- 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.
- 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.
- Establish and maintain related files.
- Other duties as assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Master's degree required
- Demonstrated understanding of competency-based education and online learning.
- Experience working with and assessing student learning outcomes, preferably in a higher education setting.
- Experience working with a diverse group of adult learners and knowledge of the fundamental principles of adult education required.
- Highly competent in using applications in Microsoft Office Suite required.

**PREFERRED QUALIFICATIONS:**

- Demonstrated experience with awarding credit for prior learning.
- Five years' relevant career, guidance, academic advising or other related work experience.
- Experience working in a higher education setting.
- Knowledge of Ellucian Banner, Blackboard, Ellucian DegreeWorks, SignalVine and/or Starfish.

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