



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator Re-Enrollment
POSITION NO.	502495
LOCATION	Knight
REPORTS TO	Senior Admissions Officer
GRADE	PSA 12
WORK SCHEDULE	Non-Standard: 35 hours per week
LIMITATION (if applicable)	
REVISION DATE	10/2022

JOB SUMMARY:

Perform outreach to students who stopped-out and collaborate across the campus to foster re-enrollment and timely degree completion. Maintain a close working relationship with the Office of Advising and Counseling, Enrollment Services, Financial Aid, and other areas, to support a successful transition back into the College.

DUTIES AND RESPONSIBILITIES:

- Work with Institutional Effectiveness to create and maintain a master list of stop-out students and conduct segmentation data analysis to use for re-enrollment marketing and operations.
- Coordinate and conduct outreach strategies that include phone calls, mailing, emailing, texting, web resources and other forms.
- Facilitate on-boarding and completion of academic and financial enrollment steps.
- In collaboration with the Credit for Prior Learning Office, facilitate a review of life experiences for college-level learning for college credit.
- Recruit and communicate appropriate financial assistance opportunities including scholarships, financial aid appeal, and federal/state/local assistance.
- As needed, assist students with financial aid appeal package completion; review documentation, make appeal decision and complete decision documentation. Establish and monitor educational plan for students with approved appeals.
- Develop first semester course selection prescribed by degree and transfer evaluations.
- Assist students, individually or in groups, with College Scheduler class registration.
- Provide students with an introduction to support services (e.g., tutoring), technologies (e.g., Starfish), and required actions (i.e., VOE) to support self-service behavior and success.
Guide hand-off to the assigned advisor for support with future semester's course selection and registration, financial well-being, career and transfer preparation, and academic performance.
Collaborate across CCRI to create an organized, supportive, structured system for re-enrollment.
Connect students to academic departments, advising, financial aid, credit for prior learning, and other resources needed for re-enrollment.
Maintain records of outreach, re-enrollment, and completion for reporting purposes.
Responsible for outcomes including interests, applications, and enrollment.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree.
- Experience working in higher education or related organization.
- Demonstrated experience and dedication to integrating issues of inclusion, equity, and social justice in your work.

- Demonstrated ability to work with diverse groups/populations.
- Demonstrated ability to collect, interpret and communicate data; and,
- Demonstrated attention to detail.

PREFERRED QUALIFICATIONS:

- Demonstrated strong verbal and interpersonal communication skills.
- Demonstrated proficiency in written communication skills.

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