



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator of Student Engagement
POSITION NO.	502689, 502930, 502937, 504026
LOCATION	Warwick Campus
REPORTS TO	Dean of Student Engagement
GRADE	PSA 12
WORK SCHEDULE	Non-standard, 35 hours per week including day, some evening, and some weekends required; remote up to 2 days/week; frequent travel to each campus required; work variable/rotating shifts required such as 8am - 4pm and 11am - 7pm
SUPERVISION	Does this position supervise others
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	October 2024

JOB SUMMARY:

Student engagement is a core component of the Dean of Student Engagement Office, developing and implementing a broad range of programs and activities designed to encourage students to apply classroom knowledge in real-life and career experiences, explore new ideas and concepts, and expand understanding of themselves and others.

The Student Engagement team is at the center of efforts to create a welcoming, inclusive, and mutually supporting campus community in which students can grow and thrive.

The Coordinators for Student Engagement are part of a team that assists and empowers students to create a vibrant and dynamic co-curriculum. They promote and foster opportunities for student involvement and out-of-classroom learning.

They will also provide support to Student Government and related student success events (e.g., Accepted Student, Transfer, and Enrollment Days). The Coordinator for Student Engagement may support an assigned campus while creating college-wide experiences for students to build connections and relationships.

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, inclusive, and student-centered environment, with students of various learning styles, cultures, identities, and life experiences

Student Advising and Support:

- Actively monitor campus life and develop programs and activities that enhance institutional goals. Advise the Dean of Student Engagement on campus needs
- Advise and support students in their efforts to set and achieve co-curricular goals
- Assist formal and informal groups of students on the assigned campus in achieving their organizational goals
- Support advisors of campus groups and manage group dynamics, budget management and college procedures
- Develop programs to connect learning, leadership, and service for students and encourage a sense of social responsibility and civic engagement
- Plan campus events to highlight the importance of service learning and volunteerism
- Support students in developing critical thinking, problem-solving, communication, and interpersonal skills through coaching and training programs
- Model and demonstrate ethical decision-making, sound judgment, and inclusivity
- Promote academic success and degree completion as personal and institutional priorities
- Serve as a clearinghouse of information and resources to support students' successful completion of their degree
- Coordinate off-campus trips and experiences for all students, campus-wide
- Lead departmental efforts in support of institutional events such as Grad Fest, Orientation and Commencement, as well as campus-wide social events

Event Planning and Management:

- Develop, implement and assess activities, events, and programs to engage students in alignment with the programming model and with student interests and community needs
- Support students and other campus groups/entities in planning and implementing activities, events, and programs
- Serve as a point of contact in Student Engagement for enrollment-related events
- Assist with enrollment-related events including Enrollment Days, Open Houses, Accepted Student Open Houses, and Transfer Events
- Provide logistical support for enrollment-related events
- Coordinate all aspects of student or department-generated events and activities including planning, budgeting, contract negotiation and interpretation, logistics, technical production, risk management, marketing and promotion, day-of supervision, and assessment

Communication and Collaboration:

- Regularly and effectively conduct outreach to students on assigned campuses to increase levels of engagement and participation in co-curricular opportunities
- Provide training and awareness programs to students in support of institutional and Dean of Student Engagement Office priorities
- Develop strong partnerships with group advisors and key departments on campus to maximize event management efficiency
- Keep the Campus Administrator apprised of campus activities and needs and assist with campus initiatives as assigned
- Maintain professional partnerships with vendors, third-party contractors, community-based organizations, and other external partners who can contribute to the development and success of students

Departmental Support:

- Enforce college and state financial processes for all operations. Facilitate cash management protocols and promote fiscal responsibility. Train student leaders and advisors on financial procedures as necessary
- Maintain calendar of events, event registration forms, student organization forms, and financial records for the assigned campus
- Attend regular team meetings and other meetings as assigned
- Serve on college-wide and ad hoc committees as assigned
- Regularly assess student learning outcomes and prepare overall assessment reports aligned with the programming model
- Support institutional and college-wide events as needed
- Other duties as required

LICENSES, TOOLS, AND EQUIPMENT:**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree
- Demonstrated relevant work experience providing outstanding customer service
- Demonstrated interpersonal skills, oral and written communication, with strong attention to detail
- Demonstrated proficient computer skills including Microsoft Office, Internet applications, and database software

PREFERRED QUALIFICATIONS:

- Strong event management skills
- Ability to work independently with minimal supervision
- Demonstrated social media and website experience
- Bilingual in English and Spanish

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