



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Coordinator Westerly Satellite
<b>POSITION NO.</b>	502697
<b>LOCATION</b>	Westerly
<b>REPORTS TO</b>	Executive Director Workforce Partnerships
<b>GRADE</b>	PSA 10
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>LIMITATION (if applicable)</b>	
<b>REVISION DATE</b>	10/2022

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**JOB SUMMARY:**

To coordinate and provide day-to-day support for programs services administered by CCRI at the Westerly Education Center and in/with the Westerly School system. This position is responsible for providing extraordinary customer service to students, faculty, staff, partners and visitors.

**DUTIES AND RESPONSIBILITIES:**

- Serve as the primary contact person for CCRI activities and information at the Westerly Education Center.
- Facilitate the hiring and training of vendors, instructors, and staff necessary to fulfill program needs at all Westerly satellite locations including coordinating with third party entities such as Electric Boat to ensure that qualifications and suitability requirements are met.
- Responsible for scheduling and coordinating all CCRI programs and services offered at the Westerly satellite locations, including vendors, instructors and/or staff necessary to fulfill program needs.
- Coordinate the offering and scheduling of courses with academic affairs and the OPC representative. Ensure that activities are scheduled in a cost effective manner while still adhering to the necessary academic outcomes.
- Responsible for validating and approving time submissions by all of the same parties and direct reports and processing for payment/reimbursement in an efficient and timely manner.
- Responsible for entry of student registration tracking and data input into CCRI Banner module as well as subsequent student achievement tracking.
- Familiarity with college placement requirements, financial aid, enrollment procedures and CCRI academic and workforce development programs.
- Responsible for risk management documentation for programs administered at Westerly satellites for CCRI.
- Conduct feedback assessments and surveys of customer satisfaction; work with administration to facilitate improvements.
- Serve as college representative with entities such as the Office of Postsecondary Council (OPC), the Westerly School department, Electric Boat and other third-party entities as needed. Maintain strong working relations with same parties as well as the College's administration and staff.
- Resolve faculty and student issues and complaints when possible or refer to the appropriate administrator.
- Communicate with CCRI departments and administration as needed to ensure program success.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Other related duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelors in Vocational Education/Technical Training or related field required.

- Experience coordinating the delivery of workshops, seminars or training sessions to groups or individuals, preferably adult populations, is required.
- Must be adept using word processing and spreadsheet software.
- Must have excellent written and oral communications skills.
- Excellent organizational skills with attention to detail.
- Experience supervising adult students/workers in an educational/training setting is required.
- Must be able to work independently and apply good decision making skills.
- Demonstrated ability to work collaboratively in a team oriented environment.

**PREFERRED QUALIFICATIONS:**

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