



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Director Career Services & Experiential Education
POSITION NO.	501950
LOCATION	Providence Campus
REPORTS TO	Vice President Workforce Partnerships
GRADE/CBA #	PSA 15
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Workforce Partnerships Staff
LIMITATION (if applicable)	
REVISION DATE	May 2023

JOB SUMMARY:

CCRI's Division of Workforce Partnerships works in close collaboration with industry and business leaders to ensure the college's offerings are meeting both current and future workforce needs. The division provides Workforce, Adult Education, and Transportation Education programs as well as Career Services and Employer Solutions in service to the Rhode Island community and beyond.

The Director will provide transformational leadership in all aspects of career and experiential learning, including support for students, faculty, alumni, and employers. Responsible for the day-to-day administration of the Career Innovation Lab, including budget, personnel, and programming. Work with state-wide government, public and private industries to support CCRI's goals for meeting high-wage high demand jobs, and career-related experiential learning opportunities. Work with the manager of work-based learning and student affairs to assess, evaluate and report on student and graduate placements in the workforce.

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.
 - For student-facing positions: Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life experiences.
- **Leadership/Management Skills:**
 - In collaboration with the AVP, set vision for the department, lead strategic planning and establish departmental policy and procedures in alignment with the institutional mission.
 - Effectively supervise and coordinate all staff, programs, and activities across all campus and off-campus locations (including the Career Innovation Lab and virtual programming) to ensure the highest quality service to students, alumni, and businesses; as well as provide consistency of approach, message, and procedures for effective communications, teamwork, and customer service.
 - Remain abreast of trends in career education, employment, the economy, and in affiliated business and industry.
 - Focus on the use of data to evaluate all of the department's programs, services, and operations.
 - Use the latest technological strategies to improve all practices, policies, and procedures.
 - Ensure that the Career Innovation Lab serves as a national model for community college best practices, fostering state and public/private industry partnerships related to career development, internships, work-based and service learning, and employer relations.
 - Report to each academic department on their graduate job or internship placements reported.
 - Collect, report on, and present experiential education, employer engagement, and recent graduate jobs data.

- **Student Support:**
 - Provide and maintain an effective career discovery and planning program for new students, recent graduates, and alumni including administering career assessments, providing career resource and research materials, and direct career counseling and advising, across all campuses for all constituencies.
 - Organize and deliver career fairs and professional development activities to ensure all students have access to career and internship opportunities.
 - Manage the Cooperative Work Education Seminar (LIBA 1000) including scheduling and the selection and training of College personnel and employers in the concepts, practices, and supervision of the internship program.
 - Teach career planning and/or internship courses.
 - Contribute to the design and implementation of an effective experiential education program for students and alumni through internships, work-study jobs, and part-time employment opportunities.
 - Provide and maintain an effective placement support program for students and alumni through preparation workshops, placement assistance career events, online tools, and networking opportunities.
 - Provide direct career counseling and/or create placement assistance as needed.

- **Partnership Development/Collaborations:**
 - Coordinate with other departments to identify and implement joint initiatives which would introduce new, career-related opportunities and benefits to students.
 - Maintain healthy and productive relationships with all college and divisional departments as well as with College faculty and staff. Regularly build and develop strong relations with academic departments for the purposes of increasing communication regarding industry trends and effectiveness of internship programs.
 - Develop and maintain partnerships and relationships with business, industry, education, government, and non-profits for the purposes of keeping college programs current and vital as well as networking to ensure maximum opportunities for CCRI students and alumni.

- **Department Operations:**
 - Manage the departmental budget.
 - Periodically submit to the ABP recommended goals, strategies, plans, reports, and budgets.
 - Assist in the preparation and publication of periodic reports and publications.
 - Ensure that career information and resources are current and made available to the entire CCRI community as needed.
 - Other duties may be assigned.

LICENSES, TOOLS, AND EQUIPMENT:

All modern office equipment and software, including but not limited to Microsoft Office, PowerPoint, Excel and Word.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's Degree in higher education, counseling, adult education, or relevant program
- At least five years of progressive management experience in career placement, career counseling, and/or experiential learning
- Strong writing skills with the ability to convey complex subject matter clearly and accurately
- Demonstrated experience working in a busy, diverse environment with multiple stakeholders
- Significant computer spreadsheet, database, and word processing experience
- Demonstrated experience working with employer, industry, and community partners
- Demonstrated experience in developing strategic partnerships with faculty, students, alumni, and community partners
- Demonstrated experience in analyzing organizational needs and structure
- Demonstrated experience in the course and/or program development, both online and traditional

- Demonstrated comprehensive data analysis and assessment skills for program evaluation, learning outcomes, and data management
- Demonstrated experience in incorporating successful marketing strategies
- Demonstrated comprehensive knowledge of the technology associated with best practices in the areas of career services and experiential education

PREFERRED QUALIFICATIONS:

- Strong interpersonal skills
- Strong organizational skills
- Demonstrated knowledge of the current practices in career Development and experiential learning
- Demonstrated project development and management experience
- Must display drive for innovation and problem-solving
- Ability to think creatively to leverage the college's resources in the delivery of workforce training needs
- Ability to communicate effectively, verbally and in writing
- Ability to work independently with minimal supervision

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