



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Director TRIO Educational Talent Search
POSITION NO.	502797
LOCATION	Providence
REPORTS TO	Dean Community Standards
GRADE	PSA 14
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	
REVISION DATE	July 2023

JOB SUMMARY:

Reporting to the Dean, Office of Opportunity and Outreach, the Director is responsible for the overall development, planning, administration and day-to-day management of the Rhode Island Educational Talent Search (RIETS) program, ensures compliance with all aspects of federal regulations pertaining to programs. Provides leadership for staff development. Oversees and coordinates all planning and execution of the services provided to participants.

DUTIES AND RESPONSIBILITIES:

Administrative

- Oversee day-to-day operation of RIETS project.
- Establish and supervise the operation of RIETS project management information system.
- Build, administer and evaluate program budgets. Work closely with the Controller's Office, Institutional Advancement, and Dean, Office of Opportunity and Outreach to ensure proper spending.
- Ensure proper and timely grant reporting and disseminate reports to external and internal stakeholders.
- Work with Institutional Advancement, Institutional Research and other departments to support the development of RIETS project grant proposals; develop all fiscal plans and expend project funds as required.
- Keep the Dean, Office of Opportunity and Outreach, abreast of all major developments in the RIETS project.

Leadership/Management

- Establish working relationships with target schools and districts that serve the RIETS target population.
- Recruit, hire, lead and supervise RIETS personnel.
- Participate in Opportunity & Outreach leadership team meetings, serve on target school and district committees and participate in a variety of college-wide meetings and activities as necessary and appropriate to promote the RIETS program.
- Conduct information/in-service training sessions for staff regarding program objectives, reporting requirements, policies and procedures.
- Promote continuous learning and professional development for all project staff by participating in local, regional and national conferences and training opportunities.
- Ensure project staff responsibilities align with project goals, policies and procedures and applicable governing and/or collective bargaining units.
- Conduct regular performance evaluations to ensure continuous improvement and identify opportunities for growth.
- Promote a positive and inclusive work environment that supports the professional growth of staff while championing a commitment to service excellence and student/participant success.

Student Success

- Recruit and confirm eligibility of program participants.
- Coordinate and assess participants' educational needs and their progress in reaching goals.
- Provide services to project participants' to enhance their academic performance, retention, on-time high school graduation and enrollment into college.
- Develop, implement, and monitor tutoring and study skills instruction.
- Develop and monitor academic, career and college guidance/case management activities.
- Coordinate RIETS summer activities, special programs and college transition services.
- Perform other duties related to the success of the project as required.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree in a related field required with a minimum of two years supervisory and managerial experience in a diversified urban required. Experience working in a postsecondary education setting required
- A minimum of five years of experience advising and/or counseling low-income students required.
- Demonstrated experience with federal TRIO grant administration, management and knowledge of successful proposal writing.
Knowledge of social identities, oppression and privilege.
- Ability to work effectively and collaboratively in a diverse, inclusive and student-centered environment, with participants of various learning styles, cultures, identities, and life-experiences
- Excellent analytical, organizational, written and interpersonal communication skills,
- Lead with integrity, ethics, compassion and intercultural humility.
- Demonstrated ability to motivate and manage energetic, outcome-oriented teams.
- Ability to travel to meetings, trainings and target school locations.
- Demonstrated self-starter and ability to work with minimal supervision.
- An unwavering spirit of optimism and commitment to the success of every program participant.
- A passionate commitment to educational opportunity and the mission of the federal TRIO Educational Talent Search program.

PREFERRED QUALIFICATIONS:

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