



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Program Coordinator Maritime Trades
<b>POSITION NO.</b>	502505, 502907
<b>LOCATION</b>	Westerly Satellite Campus
<b>REPORTS TO</b>	Executive Director Workforce Partnerships
<b>GRADE</b>	BOE 12
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	May assist with the supervision of other instructors.
<b>LIMITATION (if applicable)</b>	Subject to renewal based on funding
<b>REVISION DATE</b>	March 2024

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**JOB SUMMARY:**

The Division of Workforce Partnerships is looking for a Program Coordinator – Maritime Trades Training to lead the scheduling, design, and delivery of our proprietary maritime trades’ curriculum and educational programs.

The coordinator will work closely with the Coordinator Westerly Satellite to ensure the success of the maritime trades that they teach within. They may also assist in employer engagement that will help strengthen and deepen our relationship with relevant employer relationships to ensure successful student outcomes of assigned programs.

This role is in response to employer demand and can include day, evening and/or weekend hours. The Coordinator will be flexible and nimble, and their schedule may vary week-to-week to accommodate employer and college needs.

**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.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.

Teamwork and Collaboration:

- Provide one-to-one mentoring and training for instructors and training assistants
- Plan, organize and facilitate small group instruction workshops for instructors and training assistants.
- Collaborate with the coordinator and external partners to continually improve curriculum and its delivery.
- Collaborate with the Westerly Education Center staff to ensure program related material is purchased and available to meet course objectives.
- Attend in-service training, program meetings and other program-related events as needed.

Technical Knowledge/Expertise:

- Provide classroom and hands-on instruction in our proprietary maritime trades’ curriculum (pipefitting, sheet metal and/or electrical) and other-related areas as needed.
- Prepare effective lesson plans and provide supplemental material to achieve course objectives and address student needs.
- Communicate class content utilizing a variety of teaching methods so that learning occurs, skills are developed, and students are motivated to learn and achieve their educational and employment objectives.
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Organization and Project Management:

- Oversee the design and implementation of organized work plans, equipment use standards and lab use schedules.
- Use technology to enhance instruction, communicate effectively with students and colleagues and complete program record keeping and reporting requirements.

- Keep detailed and organized records of students' attendance, assessments, and progress, including a final evaluation.
- Maintain a safe and clean work environment.

**Departmental Support:**

- Work creatively in all classes taught to discourage student withdrawal and maintain satisfactory retention.
- Adhere to CCRI's policies and procedures for responding to student requests for accommodations in accordance to the Americans with Disabilities Act (ADA).
- Perform other duties as assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

Various office equipment which may include computers, typewriters, telephones, copy and fax machines, calculators, etc.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Completion of a post-secondary trades' training or apprenticeship program require
- Minimum of 5 years' experience working in the maritime pipefitting, sheet metal, or electrical field
- Minimum of two years' teaching or training experience working with adult students
- Teaching or training experience in content specific to the manufacturing and construction of submarines
- Demonstrated ability to adhere to curriculum standards and implement curriculum according to CCRI and external partners' standards
- Knowledge of successful strategies for classroom management
- Knowledge of shop safety and equipment for the specified industry
- Proficient in the use of technology, including Microsoft Office Suite applications (Word, Excel, and PowerPoint, primarily), email, the internet for instruction and program purposes

**PREFERRED QUALIFICATIONS:**

- Associate's degree in related field preferred
- Knowledge of and ability to apply relevant current education methodologies and techniques
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues
- Outstanding communication, organizational, and interpersonal skills required
- Ability to work collaboratively with students and colleagues

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