



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Program Director Workforce Partnerships
POSITION NO.	501707
LOCATION	Lincoln
REPORTS TO	Executive Director Workforce Development
GRADE	PSA 14
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Professional and clerical staff
LIMITATION (if applicable)	N/A
REVISION DATE	2007

JOB SUMMARY:

Assist the Dean of CWCE in achieving the goals and objectives of CWCE. Contribute to the effective operation of grant programs such as Adult Skills Training; special projects such as Workforce Investment Act Certifications; and fee-based courses such as Prime Time to enhance the mission of the division. To obtain funding for and direct all fiscal and program activities of such grants, projects and programs.

DUTIES AND RESPONSIBILITIES:

- Oversee the research, development, and implementation of grant programs and special projects.
- Prepare and write grant proposals including narratives and budgets.
- Recruit, hire, train, direct, supervise, assist and evaluate coordinators, counselors, staff assistants and instructors.
- Supervise and direct the development of curricula for course certification.
- Supervise and manage day-to-day operations of special projects, fee-based programs, certificate programs and grant programs.
- Develop personal enrichment, education, travel and entertainment courses for the Prime-Time Program.
- Develop and implement appropriate strategies to promote course attendance and recruit special populations for various projects, programs and courses.
- Schedule courses, promote attendance, schedule instructors, notify students, establish course fees, etc.
- Provide a learning environment; secure classroom and laboratory space, provide audio-visual material and equipment, etc.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in related field is required.
- Master's Degree in Adult Education or Educational Counseling is preferred.
- Minimum of three years' experience administering adult vocational training program is essential.
- Experience in developing personal enrichment, educational, travel and entertainment courses.
- Working knowledge of Workforce Investment Act is required.
- Knowledge of adult learning principles is required.
- Experience in grant writing and budget construction is necessary.
- Supervisory experience is required.

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