



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Senior Coordinator Recruitment and Placement
POSITION NO.	502837
LOCATION	Providence & Lincoln Campuses
REPORTS TO	Director Industry Partnerships
GRADE	PSA 10
WORK SCHEDULE	Non-Standard: 35 hours per week; some evening and weekend work
SUPERVISION	Does this position supervise others
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	October 2024

JOB SUMMARY:

The Division of Workforce Partnerships is looking for a Workforce Recruitment and Placement Coordinator to lead program recruitment prior to the start of classes and job placement efforts after program completion.

The Coordinator will assist in employer engagement that will help strengthen and deepen employer relationships to ensure successful outcomes of assigned workforce programming.

The Coordinator will work side-by-side with career services and partnership developers to ensure that programs are properly filled and students are receiving a high-quality career seeking assistance that will help jump-start the student's career within the area of study they graduate from.

This role is in response to employer demand and can include day, evening and/or weekend hours. The Coordinator will be flexible and nimble to assist with employer projects, and the schedule may vary slightly 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
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment

Program Recruitment & Job Placement:

- Identify, interview and select candidates to participate in workforce programming
- Manage candidate relationships throughout the student acceptance process and ensure all proper paperwork is complete
- Document the status of each student lead and track communication with candidate
- Fill trainings with cohorts of students at the direction of Executive Director and Directors of Workforce Partnerships
- Meet and Exceed goals set for recruitment and placement
- Visit program classroom periodically to ensure students are supported
- Identify student needs during the program and provide resources to ensure positive student outcomes
- Maintain a list of open positions relevant to program training and facilitate the placement of students before and after program completion
- Assist in finding program-related job leads for participant placement
- Connect job seeking students with employment opportunities that relate to their completed program
- Complete and maintain documentation that is required to show proof of employment to program funders
- Engage CCRI Career Services staff to assist with candidate resume drafts, interview preparation and job placement as needed
- Attend recruiting/hiring events as assigned to promote program and to create more program exposure to potential students

Partnership Management & Community Engagement:

- In partnership with Directors of Industry Partnerships, manage relationships with local employers, government, non-profit agencies, economic development and community organizations and others
- Assist with employer engagement to gauge employer need and create job leads for graduating students
- Promote the division's programs and capacity at internal and external meetings/events as requested

Departmental Support:

- Assist with other staffing projects as assigned to enhance CCRI's ability to offer high-quality training programs
- Stay current with emerging trends in workforce development, economic development career services and adult education
- Communicate effectively to ensure the continued successful operation of the division
- Other duties as required

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:

- Associate's Degree
- Experience with corporate recruitment and/or placement of students/job-seekers
- Extensive experience using technology, including Microsoft Office Suite applications (Word, Excel, Outlook and PowerPoint)
- Knowledge of labor-market data and how to find available job postings

PREFERRED QUALIFICATIONS:

- Managerial/supervisory experience
- Experience utilizing online survey software
- Experience working with a diverse student population in a professional, work-study or graduate assistant capacity
- Computer spreadsheet, database and word processing experience
- Strong commitment to CCRI's students and mission
- Demonstrated ability to make administrative and procedural decisions and judgments on sensitive, confidential issues
- Demonstrated ability to think creatively to leverage the college's resources in delivery of workforce training needs
- Demonstrated ability to work collaboratively with students and colleagues
- Strong interpersonal skills
- Strong organizational skills
- 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.