



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 12/22/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Program Director, Age Friendly RI
Status: Full-time, 35-hours per week, 18-month temporary appointment
Grade: 12
Union Affiliation: NUNC (Non-union/non-classified)
Reports To: Executive Director, Institute for Education in Healthcare (IEH)

PRIMARY PURPOSE:

The Program Director oversees the Age Friendly RI (AFRI) project and provides oversight and coordination of this multi-year TUFTs grant funded project. In addition, the Program Director serves as the supervisor of the project staff, which is funded through January 31, 2023. The Program Director reports directly to the Executive Director of the Institute for Education in Healthcare.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Manage the Age Friendly RI Project and related grant expenditures.
- Oversee the implementation of multi-level project across partner and community sites.
- Create and maintain a database for participation in AFRI programs.
- Serve as a liaison for efforts between industry partners, state agencies, RIC departments, and funders.
- Engage in ongoing assessment of needs.
- Strategize and plan with the Principal Investigators and funding partners to identify completion of grant deliverables as well as new needs.
- Communicate and coordinate with Tufts & RI College fiscal departments to assure timely implementation of sub-award responsibilities; monitor sub-award expenditures.
- Complete and submit monthly progress reports to the funding agency.
- Communicate with funding partners regarding grant requirements, reporting etc.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Executive Director of the Institute for Education in Healthcare.

REQUIRED QUALIFICATION STANDARDS:

Education:

Undergraduate degree in a health-related field.

Experience:

- A minimum of two years of experience working in healthcare/aging.

- Experience with grant/project management, building partnerships between higher education and industry partners, program development and implementation to support age friendly communities, workforce development, and system transformation.

Skills, Knowledge and Abilities:

- Ability to plan, organize, and implement assigned responsibilities, and work well under pressure to meet deadlines.
- Ability to work in situations requiring tact and collegiality.
- Knowledgeable about healthcare industry needs and the intersectionality of community-based supports and older adults
- Ability to build and manage teams.
- Ability to participate as a team member, to understand and interpret regulations, and to adjust to change with a positive attitude.
- Ability to communicate effectively in verbal and written form and to work with a variety of constituents.
- Good computing skills including MS Office, database, statistical software, and general computer knowledge.
- Ability to assess and evaluate programs and project outcomes.

PREFERRED:

- Master's degree.
- Experience curriculum development and implementation to support student/participant learning and workforce development.
- Experience building partnerships between higher education and industry partners.
- Experience working with programs serving older adults.
- Skills to support assessment and evaluation of programs and project outcomes.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution which values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.