

Job Code: .101482-KS  
Position #: PSA (E) ....  
Developed by: DL; KS  
Reviewed by: .....DLJ  
Approved by:..... LK  
Date: 8/21; 3/22; 2/26/24

**UNIVERSITY OF RHODE ISLAND  
POSITION DESCRIPTION**

**TITLE:** Coordinator, Prior Learning and Career Advancement

**DIVISION:** Academic Affairs (UCAS: CCEE)

**REPORTS TO:** Assistant Director, Employer Relations, Center for Career and Experiential Education

**GRADE:** 11

**SUPERVISES:** N/A

**BASIC FUNCTION:**

Responsible for overseeing and administering all aspects of credit for Credit for Prior Learning (CPL) and alternative credit programs supporting the University of Rhode Island's mission, goals, and strategic plan.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Coordinate, in collaboration with academic units, all Credit for Prior Learning including, but not limited to challenge examination, standardized examinations, credential reviews, military reviews, international baccalaureate, independent study, and portfolio development.

Serve as the point of contact and resource for students, faculty, and staff with CPL related inquiries. Provide support to ensure successful completion of the CPL process and transcription of credits.

Serve as the point of contact for employers, state agencies, and other Rhode Island public institutions for consistent CPL credit awards.

Coordinate proactive outreach to local community organizations, companies, and employers to foster workforce development partnerships and diversify the employer pipeline. Create sustainable pathways from work immersion programs to degree completion.

Define, track, and organize the various industry pathways to CPL for students in collaboration with degree colleges.

Coordinate and support faculty and staff training, outreach, and development for expedient CPL credit awards. Use interpersonal communication, instructional skills, and writing skills to create widespread support for the Credit for Prior Learning program across the University.

Collect, interpret, and report on CPL data. Track and review students pursuing CPL including number of credits awarded and other key metrics. Collaborate with URI identity centers and undergraduate admission to provide equitable access to CPL.

Understand and apply university manual, policies, FERPA, and curricula for consistency.

Develop and administer a consistent and equitable CPL program, ensuring accessibility through clearly communicated policies and processes, including forms, web site and other communications.

Develop and administer CPL program goals and plan for ongoing assessment of CPL for continual improvement.

Administer and offer a CPL course which provides student support of portfolio development for faculty review.

Work in partnership with other institutions of higher education to ensure smooth transfer of CPL credits.

Develop and maintain relationships with and involvement in the national association CAEL, Council for Adult and Experiential Learning and ACE (American Council of Education) and other national organizations associated with CPL best practices.

Utilize and learn new technologies for maximum efficiency including but not limited to, Brightspace, PeopleSoft, TES (transfer equivalency system), WordPress, Qualtrics, Google Suite, Microsoft 365, Starfish, etc.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Perform additional duties as required.

#### **LICENSES, TOOLS, AND EQUIPMENT:**

Various office equipment which includes computers, printers, database management, and spreadsheet software; student record keeping systems.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree; Minimum three years of experience working in career or academic advising roles in higher education (this may include one year of graduate work experience); Demonstrated experience and dedication to integrating issues of inclusion, equity, and social justice in your work; Demonstrated ability to work with diverse groups/populations; Demonstrated experience working with current and aspiring adult college students; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to collaborate with faculty; Demonstrated experience with Higher Education Technology platforms; Demonstrated experience with awarding and evaluating credits; and Demonstrated experience working with assessing student learning outcomes in higher education.

**PREFERRED:** Master's degree in Education, Counseling, Higher Education or related field, or Terminal degree; Demonstrated knowledge of University of Rhode Island organization, majors, policies and procedures; Demonstrated experience with URI Technology platforms including but not limited to: Brightspace, PeopleSoft, TES (transfer equivalency system), Google Suite, Microsoft 365, Starfish, etc.; Demonstrated knowledge of learning and career principles for adult students; and, Demonstrated experience working with online or distance learning (i.e. platforms, students, programs, formats.)

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**