



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Dean, Office of Opportunity and Outreach
<b>REPORTS TO:</b>	Associate Vice President for Student Services
<b>GRADE:</b>	BOE 17
<b>WORK SCHEDULE:</b>	Non Standard, 35 hours per week
<b>SUPERVISES:</b>	Professional, technical, clerical and support staff

**BASIC FUNCTION:** Establish the strategic direction and oversee the development, coordination, supervision and evaluation of programs and initiatives to increase postsecondary access, transition, persistence retention, and completion among at-risk students and underserved populations across all CCRI locations. Design and administer a comprehensive program for students with disabilities and help to ensure college-wide compliance with ADA/504. Collaborate across institutional divisions and departments to research, support and expand efforts to increase access, persistence, retention, and completion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide overall leadership, planning, development, coordination, and evaluation of outreach, bridge, dual enrollment and retention programs that increase postsecondary access and provide direct support services for at-risk and underserved target populations. Programs and initiatives include, but are not limited to Disability Services for Students (DSS), Student Support Services/Access to Opportunity (SSS), Equal Opportunity Center (EOC), Educational Talent Search (ETS), College Access Challenge Grant (CACG), Center for Excellence & College Readiness (CECR), and REACH.

- Plan, coordinate, and supervise activity among multiple grant programs including financial oversight, reporting, evaluation and assessment and multi-year planning.
- Work with Institutional Advancement, Institutional Research, the Controller's Office and other college departments to develop grant proposals and fiscal plans, expend project funds, and ensure overall project compliance with all applicable federal and state reporting rules and regulations.
- Help identify and secure external funding for initiatives that support, expand, and strengthen the College's student retention and completion goals.

- Collect and analyze data from multiple sources to evaluate program quality and effectiveness, inform best practices, and promote ongoing excellence in service delivery to students and clients.
- Direct the design and implementation of web-based tools (i.e. ConnectEDU) to increase overall student engagement, persistence and success.
- Supervise departmental directors and other professional staff, monitor employee performance, and promote continued professional development for departmental personnel.
- Cultivate and maintain relationships with local, state and federal public officials, business leaders and service organizations to secure funding support for college access and completion initiatives.
- Report to Associate Vice President and others regarding departmental and individual program performance outcomes, emphasizing achievements and sharing best practices with the institutional community.
- Lead the development and implementation of the College's ADA/504 compliance plan for matriculated and non-classified students and CWCE clients with disabilities.
- Collaborate and consult with all College divisions to address ongoing issues of accessibility across college offerings and functions.
- Assist in the assessment of legal exposure and risk for the institution regarding disability compliance
- Assist in the resolution of complaints and grievances from students, parents, and members of the general public.

**OTHER RELATED DUTIES AND RESPONSIBILITIES:**

- Research and share best practices in student persistence, retention and completion in community colleges.
- Chair and/or participate on college-wide committees including, but not limited to, the ADA Committee, Academic Appeals, Academic Advisory, Threat Assessment, and Crisis Management teams.
- Assist in the resolution of student grievances and complaints in collaboration with other departments, including Advising and Counseling and Student Success.
- Design and conduct workshops, trainings and other activities to help train and educate personnel about the social dynamics that exist within targeted populations in order to dispel negative racial, ethnic, social and cultural stereotypes that impede the creation of effective learning environments.

- Collaborate with various student services and academic departments as well as external service providers to design and implement programs that will enhance college readiness, retention, and completion.
- Advocate for students and represent systemic issues and concerns to CCRI administration and elected officials via membership/leadership roles on committees, and state, regional and national organizations.
- Represent the College on external board of directors, task forces, committees, and similar initiatives relevant college access and completion issues.
- Coordinate with other relevant educational entities at CCRI, URI, and RIC in the design and development of programs that will enhance college completion rates. Examples of such programming include high school and GED bridge and dual enrollment programs, adult basic education programs, summer programs, workplace internships and learning communities.
- Other duties and responsibilities as assigned by the Associate Vice President for Student Services.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

#### **QUALIFICATIONS:**

- Master's Degree in higher education administration, social work administration, public administration, or closely related education fields.
- Minimum of five years of leadership and administrative experience including responsibility for new program planning and development, research, grant writing, supervision, budgeting, and program evaluation.
- Working knowledge of ADA/504 in a college setting required.
- Experience developing college readiness, academic support and retention programs required.
- Deep understanding of issues faced by students in a community college setting and direct experience working with at-risk/disadvantaged students and adults in postsecondary education required.
- Knowledge of federal grant administration rules and regulations.
- Strong ability to build, motivate and lead teams of diverse professionals.
- Excellent interpersonal and written communication skills essential.

#### **CCRI is an Equal Opportunity / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

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