



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Dean of Students
<b>REPORTS TO:</b>	Associate Vice President for Student Affairs
<b>GRADE:</b>	BOE 17
<b>WORK SCHEDULE:</b>	Non standard; 35 hours per week
<b>SUPERVISES:</b>	Professional, technical and support staff

**BASIC FUNCTION:**

Manage the Student Success Centers on each of the College's four campuses to provide state-of-the-art tutoring and academic services that enhance student academic achievement, persistence, and retention. Academic support services include but are not limited to: web-based instruction and tutoring, study skills instruction and materials, test preparation techniques and learning skills, interest and aptitude assessment, and links to career counseling. The Centers are available to both at-risk students for scheduled developmental education support, as well as to the general student population for educational skills development. Manage all threat assessment/risk management and student disciplinary activities of the division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Plan, develop, implement and oversee all Student Success Center programs and support services. Establish a supportive Center environment and a sense of community among students and faculty that values all students' abilities and backgrounds. Establish an atmosphere that encourages students to learn from each other.

- Develop and deliver orientation programs for new students, both traditionally aged and adult learners, to help them prepare for the academic and personal challenges of a college education.
- Develop remediation programs in collaboration with key academic and student services departments that improve the readiness of students to succeed in college generally, and in specific programs, with an emphasis on helping students who place in developmental courses in reading, writing and mathematics.
- Promote a College-wide sense of awareness and ownership of the Centers and their services through professional development workshops and seminars, publications and tours; implement student recruitment strategies for Center services; and provide strong advocacy for the role of the Center in promoting student success.
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- Supervise and conduct orientation services for Center instructors and staff to establish a cohesive, one-stop support model.
- Plan, design, implement and monitor the individual academic intervention plans designed for Early Alert referrals, probationary students, and other “at risk” and under-prepared students. Coordinate services to provide students with an individualized comprehensive support plan including recommendations regarding academic and career goals. Monitor student performance to provide an early detection system for students experiencing difficulties.
- Create and teach workshops and study skills seminars, create study strategy materials using a variety of media, and implement web-based tutoring.
- Work cooperatively with Advising and Counseling, Access to Opportunities, Educational Opportunities and Educational Talent Search Centers and other student support offices to improve retention and service delivery and ensure a cohesive, interconnected effort.
- Collaborate with faculty to explore innovative teaching strategies and coordinate professional development opportunities.
- Select effective tools for the evaluation of Success Center services and measurement of student performance. Coordinate the implementation of a computerized student tracking system to monitor student participation, progress, retention, and completion rates and conduct research and prepare reports regarding program services.
- Continually monitor Center activities and services and implement ongoing improvements and enhancements to increase student success and retention.
- Identify external funding resources and develop grant proposals to support, expand, and strengthen Center goals. Oversee grant activity for the Student Success initiative, including budget oversight, reporting, assessment and multiple year planning.
- Coordinate the College Success seminar, including recruitment and training of faculty, assisting with curriculum design, and assessment of course effectiveness.
- Supervise Success Center coordinators and other Center staff.
- Oversee the Peer Tutoring program.
- Create a strategic plan for the Success initiative.

Develop, maintain and lead a Threat Assessment process to identify physical threats to the college community and intervene before they can happen.

Assist in the assessment of legal exposure and risk management for the division.

Develop, implement, and manage the student disciplinary system including student conduct and academic dishonesty.

- Respond to and address faculty and staff concerns regarding student conduct. Be available to hear student complaints and concerns as needed.
- Recruit, train and organize faculty, staff and students to staff the student disciplinary system.
- Liaise with Campus Police, Marketing and Communications, and Business Affairs on student conduct and disciplinary policy issues.

- Ensure that the student code of conduct, disciplinary system, and student services publication reflect legal and regulatory requirements and are consistent with advice from legal counsel.
- Provide professional development activities for faculty and staff regarding issues of student conduct, classroom management and de-escalation.
- Assist the Dean for Student Development & Assessment with academic grievances.
- Assist the Dean for Student Development & Assessment on general complaints from students and parents.

Coordinate divisional assessment efforts and develop and implement the annual student satisfaction survey.

Assist in the management of student life operations in the areas of student government and student organizations, policies, and procedures, and campus life.

Participate in college-wide and external initiatives, projects, and committees as a senior representative of the division of Student Affairs.

Participate in College governance.

Assist the Associate Vice President as necessary.

Other related duties as assigned.

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

Knowledge of Accuplacer on-line assessment instrument and Banner student system desired. Demonstrated capability using on-line learning systems, WEB design, and Word software applications required. Must have access to and use of own transportation.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

#### **QUALIFICATIONS:**

Master's degree required, preferably in Adult Education, Development Education, or similarly related field.

Minimum of three years of leadership experience preferably at a community college and including significant responsibility for new program development, supervision, budgeting, and evaluation.

Experience designing and implementing on-line learning opportunities for students.

Recent experience in direct student services in developmental education, advising and counseling or other support services.

Must be able to demonstrate:

- Ability to work with faculty to support classroom learning goals and course outcome objectives.
- Ability to work with faculty individually and in small groups to develop their skills in teaching students with diverse learning styles and a full range of academic needs.

- Ability to work successfully with at-risk, culturally diverse student populations and a firm commitment to the potential of all students.
- Ability to thrive in a dynamic environment requiring flexibility, adaptability, creativity, and teamwork.
- Significant administrative, supervisory, and budgeting experience.

***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.*

ADVCOUN502230  
June 2013