



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**POSITION:** Assistant Dean of Arts, Humanities, and Social Sciences

**REPORTS TO:** Dean of Arts, Humanities, and Social Sciences

**GRADE:** BOE 15

**CCRI MISSION:**

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

**JOB SUMMARY:** This position assists in the administration of the Division of Arts, Humanities, and Social Sciences at a multi-campus community college.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide leadership in the planning and assessment process that leads to continuous improvement in the division, ensuring that all programs comply with RI Council on Postsecondary Education policies, NEASC accreditation guidelines, and any other applicable accrediting agency guidelines.
- Assist the Dean in the faculty selection process, the monitoring of enrollment and retention data, the development of course offerings within the Master Schedule, and the facilitation of full-time and adjunct faculty orientations.
- Facilitate the Dean's supervision of Department Chairpersons, including but not limited to evaluation, workload assignments, and requests for release time in compliance with faculty and adjunct collective bargaining agreements.
- Assist the Dean in the administration of collective bargaining agreements and college and division policies.
- Assist the Dean in preparing and managing the division budget, including budgets for any grant-funded initiatives.
- Work collaboratively with the Dean, Department Chairpersons to develop new programs, certificates, and other opportunities as indicated, including new online, competency-based, or multi-campus programs.
- Oversee high school partnerships, including dual and concurrent enrollment programs.
- Oversee the administration of any grants awarded related to arts, humanities, and social sciences.

- Maintain statistics on enrollments and follow-up studies of Arts, Humanities, and Social Sciences program graduates.
- Participate in meetings and committee assignments on behalf of the Dean.
- Monitor national, regional, and local employment trends in order to interpret the significance of such trends to the administration and faculty and inform the new program development and program review processes.
- Work with Marketing & Communications to develop recruitment brochures, catalog descriptions, and web presence.
- Hire, supervise, and evaluate staff as required.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Other related duties as assigned.

#### **QUALIFICATIONS:**

- Earned doctorate preferred. Master's degree or higher in STEM or related field required.
- Minimum three years of experience in higher education administration required.
- Experience in student data analysis, assessment, and accreditation reporting required.
- Experience in budget preparation and monitoring required.
- Previous undergraduate teaching experience required.
- Experience in new program development preferred.
- Experience in a unionized environment desirable.
- Strong interpersonal and communication skills essential.
- Demonstrated commitment to equity and to the philosophy and mission of a comprehensive community college.
- Ability to travel on a regular basis to all CCRI campus locations, high school, and industry partners in Rhode Island.

#### **CCRI is an Equal Opportunity / Affirmative Action Employer.**

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, [ecanning@ccri.edu](mailto:ecanning@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>