



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Dean of Health & Rehabilitative Sciences
LOCATION:	Dean of Health & Rehabilitative Sciences Multi-Campus Locations
REPORTS TO:	Vice President for Academic Affairs
GRADE:	BOE 18
WORK SCHEDULE:	Non-Standard; 35 hours per week

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:

Serve as a visionary and collaborative leader for the Nursing, Allied Health, Dental, and Rehabilitative Health Programs at a multi-campus community college. Support the work of the Division's chairs, faculty, and staff to provide excellent educational and experiential opportunities to a diverse student population.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Leadership:

- Provide leadership for the development and implementation of programs, initiatives, and projects in the health programs.
- Coordinate with department chairs to establish divisional priorities that support CCRI's current Strategic Plan and review and monitor departmental budgets.

Knight Campus

- Act as liaison between the Academic Affairs Division and Department Chairperson on such matters as budget requests and allocation, curriculum planning and support services.
- Conduct on-going divisional meetings with department chairs to strengthen communication, collaboration, and program effectiveness.
- Serve as a Liaison with agency and community representatives to ensure dissemination of appropriate information and services to the public. Represent the College and/or Division at appropriate community events and serve on internal and external committees as requested by the President or Vice President for Academic Affairs.
- Chair and/or participate in various academic affairs and college-wide committees, as appropriate; Chair the Nursing and Allied Health Curriculum Committee.
- Coordinate the development of criteria for selection of students in health programs; serve as a resource person for the Admissions Office, College staff and applicants.
- Work collaboratively with others in a diverse and inclusive environment.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Other administrative duties as assigned by the President or Vice President for Academic Affairs.

Program and Project Management:

- Coordinate curricula, program development, academic policy, and program/degree requirement changes within the division.
- Provide leadership for program accreditation; support the development, implementation, and administration of the college's accreditation and program review processes, particularly the assessment of student learning outcomes.
- Develop new programs as indicated; responsible for credit and non-credit Certified Nurse Assistant programs, as well as Nursing and Allied Health refresher courses and the EMT curriculum.
- Oversee department chairpersons within the division in the performance of tracking and analyzing of program data, specifically student performance, enrollment, retention, and completion data for the division.
- Manage special projects requiring research and/or grant proposal development; assist with data collection, analysis and reporting.
- Contribute to the development and management of externally funded grant projects related to the academic division.

Personnel Management:

- Participate in the selection of faculty in keeping with bargaining unit agreements; participate in the orientation of new faculty.
- Responsible for the direct management of all Nursing, Allied Health, Rehabilitative Health and Dental Health Program department chairpersons.
- Provide orientation to new department chairpersons within the division; supervise and evaluate department chairs.

- Support the professional development of divisional faculty and seek resources to promote effective teaching and learning.
- For all faculty assigned to the division, review and evaluate promotion and tenure applications, requests for LOA's, travel requests and expenses, and all faculty evaluations.
- Review all faculty evaluations and teaching schedules for assigned departments in collaboration with other academic deans to ensure appropriate workloads and compliance with college policy and collective bargaining agreements.

Curricular Management:

- Coordinate with department chairs, Enrollment Services, and other academic deans to develop, monitor, manage, and approve the master schedule, course offerings and class sections for assigned departments.
- Maintain statistical information on enrollment and program graduates.
- Facilitate and direct the submission of Health and Rehabilitative Science programs' curricula revisions to the Office of the Post-Secondary Council and serve as the official contact person for the Health and Rehabilitative Science education programs and curriculum related issues.
- Monitor national, regional and local trends in the health care system and interpret the significance of such trends to the administration and faculty.
- Develop and coordinate agreements with cooperating agencies for clinical placements.

QUALIFICATIONS:

- Must possess a master's degree in nursing and an earned doctorate in a related field.
- Experience in curriculum development, teaching, student learning outcomes' assessment and specialty accreditation required.
- At least three years of leadership experience in higher education administration required.
- Management experience in a unionized environment.
- Excellent personnel and project management skills; demonstrated ability to develop and maintain strong and productive working relationships with a variety of stakeholders, including administrators, faculty, staff, and students.
- Excellent oral, written, and interpersonal communication skills, and effective decision-making and organizational skills.
- Commitment to equity, inclusion, and to the philosophy and mission of a comprehensive community college.
- Excellent communication, organizational, problem-solving and conflict resolution skills, including ability to anticipate needs and concerns.
- Must have a current, active, unencumbered RN license.
- Experience in budget preparation and monitoring desirable.

LICENSES, TOOLS AND EQUIPMENT:

- Must have a current, active, unencumbered RN license.
- Must be computer literate in areas such as production of reports, budget development and analysis, student monitoring and scheduling.
- Must have access to and use of own transportation.
- Must be knowledgeable with various office equipment which may include computers, typewriters, telephones, copy and fax machines, calculators, etc.

ENVIRONMENTAL CONDITIONS:**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 Associate Vice President for Equity and Human Resources, and Title IX Coordinator, Elizabeth Canning, 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://www.ccri.edu/campuspolice/clery/report/>

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