



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Associate Vice President for Equity and Human Resources
REPORTS TO:	Associate Vice President for Administration
SALARY:	BOE 18
SUPERVISES:	Professional and clerical staff

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.

Our college is committed to creating an equitable and inclusive work environment that supports the success of all our employees. We believe that employees who feel valued and respected will create policies, programs, practices and services to effectively meet the needs and exceed the expectations of our increasingly diverse student population.

We encourage candidates to apply who have demonstrated capacity to create inclusive work environments, work effectively on increasingly diverse teams, and serve our diverse community.

We are committed to hiring and retaining a racially diverse, culturally competent staff at all levels of our college who not only reflect the demographics of our state but also continue to deepen their skills and competencies to serve our community.

JOB SUMMARY:

The Associate Vice President for Equity and Human Resources has supervisory responsibility for the staff that provide human resources services, talent development, equity and diversity support and Title IX. The Associate Vice President will serve as a member of the Senior Leadership Team and as a member of the President's Council. As such, this individual will assume an active and collaborative role in strategic planning and policy development for the college.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide strategic leadership and operational management to all human resources and workplace initiatives to create alignment with the college's strategic plan, mission, and culture.
- Provide oversight and leadership to a high-performing human resources and professional development team.
- Lead the full range of human resources services not limited to talent acquisition, professional development, succession planning, performance evaluations, benefits, compensation, labor relations, policy development, human resources information systems, diversity, and equity.
- Lead the college in attracting, engaging, and developing high-performing, competent, and collaborative faculty and staff.
- Plan, implement, and monitor the college's workplace culture strategy including professional development and training.
- Maintain strong relationships with union leadership. Oversee and participate in the grievance and arbitration processes in a manner consistent with collective bargaining agreements.
- Streamline processes and provide critical data to support the work of the department and to inform senior level decision-making.
- Ensure compliance with all applicable federal and state law including Title IX and the Clery Act.
- Work collaboratively with others in a diverse and inclusive environment.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Represent the college externally as needed.
- Other duties as required.

QUALIFICATIONS:

- A Master's degree or Juris Doctorate required.
- A minimum of five years of demonstrated success working in two or more functional areas of human resources in a complex organization. Examples of areas may include labor relations, employment, compensation, talent development, diversity and equity, compensation, compliance, organizational planning, employee relations, Title IX, etc.
- A demonstrated acumen for organizational development including an outstanding track record of successful strategic planning and effective aligning of resources to strategy.
- A demonstrated understanding of the importance of workplace culture to a high-performing, student-centered organization.
- Must be a dynamic and positive leader and communicator with strong interpersonal and negotiating skills.
- Must have a demonstrated, successful track record of implementing creative strategies, engaging stakeholders in planning and decision-making, and modeling and maintaining the highest standards of honesty and integrity.
- Demonstrated ability to communicate effectively both in written format and in oral presentations.
- Demonstrated ability to foster teamwork, creative problem solving, and utilize a participatory management style.

LICENSES, TOOLS, AND EQUIPMENT

- Personal computer and software; other various office equipment which may include, telephones, copy and fax machines, calculators, etc.
- Must have access to and use own transportation.

ENVIRONMENTAL CONDITIONS

- This position is not substantially exposed to adverse environments.

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.

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>