



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION: Associate Vice President for Administration
REPORTS TO: President
SALARY: BOE 19

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.

RESPONSIBILITIES:

Reporting directly to the President, the Associate Vice President has supervisory responsibility for four departments and oversight of the four campuses. 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, the Associate Vice President will assume an active and collaborative role in strategic planning, policy development, forecasting, and resource allocation for the college.

The Associate Vice President is responsible for the leadership and oversight of human resources, physical plant, capital project management, campus security, campus coordination, and marketing and communications.

In addition, the Associate Vice President will provide counsel to the President and senior team regarding local, state, and federal laws, legislation, and serve as a liaison to elected officials. S/he will also effectively support and assist the President's work with the Vice Presidents, student government, and the RI Board of Education, the RI Office of Postsecondary Commissioner and CCRI Foundation. The Associate Vice President will also effectively and efficiently undertake special projects assigned by the President, serve as a liaison for the President, and represent the President in a variety of capacities.. S/he will oversee the prioritizing, planning, organizing and executing of College-wide public programs and events.

Demonstrate a commitment to the philosophy and mission of a comprehensive community college.

Work collaboratively with others in a diverse and inclusive environment.

Knight Campus

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

QUALIFICATIONS:

- Master's degree required, preferably in Public Administration, Business Administration or related field.
- Minimum of ten years of prior significant and diverse leadership experience in operations and administration of a large unionized organization including labor relations, hiring, supervising, policy development, and capital planning.
- Knowledge and experience with strategic planning and alignment of resources to strategy.
- Knowledge of best practices, including a demonstrated understanding of the needs of a student-centered organization.
- Demonstrated ability to work effectively with a variety of constituents, including internal and external stakeholders, community representatives, and elected officials.
- Must be a dynamic, positive leader with strong communication, 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.
- Ability to work positively and effectively with the news media.

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>