



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Director, Diverse Faculty & Staff Recruitment & Retention
DIVISION:	President's Office
REPORTS TO:	Associate Vice President of Administration
GRADE:	BOE 14
SUPERVISES:	Support staff and student workers

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 members 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.

BASIC FUNCTION:

Provide critical support to the college's focused effort to recruit and retain a diverse faculty and staff. Consult regularly with the Associate Vice President of Institutional Equity and Human Resources, the Director of Human Resources, Vice Presidents and Associate Vice Presidents.

Knight Campus

Manage initiatives to recruit and retain diverse, talented employees. Develop strategies to provide support and direction with regard to recruitment, supporting the work of search committees, on-boarding of new employees, and talent and professional development opportunities. Establish national recruitment networks to identify diverse candidates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop a focused strategic plan to recruit and retain underrepresented employees.

Provide guidance in targeted outreach by employing strategic and innovative recruitment, retention and training strategies.

Develop ongoing networking relationships, collaborating with external partners to connect with underrepresented communities.

Work together with Human Resources and the college's administrative and divisional leadership to establish and manage key organizational metrics to meet recruiting goals.

Regularly assess and evaluate talent acquisition technology, tools, networks, associations, organizations, programs, and processes.

Lead work on college's institutional culture by supporting the recruitment and retention of a diverse, talent workforce including but not limited to strategic planning, governance, and professional development.

Work collaboratively with others in a diverse and inclusive environment.

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

OTHER DUTIES AND RESPONSIBILITIES:

Share supervisory responsibilities for administrative and student support staff.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, and social media

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree or equivalent degree, or other advanced degree; minimum of five (5) years of progressively responsible experience in talent recruitment and retention of employees; demonstrated commitment to enhancing diversity and equal opportunity; demonstrated interpersonal skills; demonstrated proficiency with written and oral communications; demonstrated presentation or training skills; demonstrated ability to design recruitment and retention workshops; demonstrated ability to work collaboratively with diverse groups; demonstrated ability to work in a highly confidential and sensitive environment; demonstrated ability to travel.

PREFERRED: Demonstrated prior experience recruiting under-represented faculty and staff into higher education positions; demonstrated knowledge of web-based search engines and social media (e.g., LinkedIn, Monster, HigherEdjobs.com); demonstrated time and project management skills; demonstrated ability to organize, coordinate and supervise support staff and students.

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://www.ccri.edu/campuspolice/clery/report/>