



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**POSITION:** Associate Dean of Student Life

**REPORTS TO:** Dean of Students

**GRADE:** BOE 17

**BASIC FUNCTION:**

Provides overall leadership and administration for the Office of Student Life at designated campuses. Directly responsible for all business functions of Student Life to ensure efficient management; sets goals and implements strategic plan for the department; works collaboratively to foster development of student leaders, plan co-curricular programs, provide opportunities for community services, and to enrich extracurricular experiences for students. Assists in the coordination of the student conduct system. This position works collaboratively with many other areas of the College to promote programs that enhance the students' academic experience.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

Provide leadership for the development, implementation, and evaluation of co-curricular programs to support student development.

Provides supervision and oversight of managed department and student budget functions.

Oversees student programming, special events, student club/organizations, student publications, and student government organizations.

Creates and implements goals, policies, and procedures and collaborates with other programs and departments in student services and within the college. Conducts annual assessment of goals, policies, and procedures.

Leads and participates in the assessment function of student life and other student services programs.

Serve as co-chair of the Student Life Panel.

Develops and promotes training for student leaders and advisors at assigned campuses.

Provides advocacy and support to internal and external programs that offer opportunities for student involvement, including but not limited to: orientation, student conduct, service learning, on and off campus committees, etc.

**Knight Campus**

Work with the Student Veteran's Organization to develop an ongoing educational partnership with students, provide information about degree requirements, and refer students to appropriate sources.

Serves as a vital resource for referral of students with complaints, personal, and academic issues.

Maintains strict compliance with state and federal regulations.

Develops and implements programs and co-curricular events designed to foster personal and academic development of students on assigned campuses.

Supervises support staff, and interns assigned to this area.

Serves on committees; participates in special projects; performs other duties as assigned.

#### **LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers, printers; Banner, Excel Word, and other software as required. Must have access to and use of own transportation.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

#### **QUALIFICATIONS:**

Master's degree in Student Personnel, Counseling or related field required. At least five years' experience in an area of Student Affairs required. Experience with budget management, student organizations, leadership development, student conduct systems, federal compliance and service learning preferred. Efficient research skills and administrative experience preferred. Strong interpersonal skills; written and oral communication skills required. Demonstrated commitment to student success required. Or, any combination of education and experience that is substantially similar to the above.

#### **CCRI is an Equal Opportunity / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor