



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Director of Special Projects (Academic Affairs)
LOCATION:	Office of the Vice President for Academic Affairs, Warwick May be required to travel to other campuses as needed.
REPORTS TO:	Vice President for Academic Affairs
GRADE:	BOE 18
WORK SCHEDULE:	Non-Standard; 35 hours per week
SUPERVISES:	Faculty, professional and administrative staff on a project basis

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: To lead special projects in the office of the Vice President for Academic Affairs as an individual contributor. To serve as the "point person" for specific initiatives to advance the mission of Academic Affairs and CCRI. This position is responsible for providing support to staff, faculty and the CCRI community. To assist the Vice President for Academic Affairs in planning and delivering high priority projects in a professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under the direction of the Vice President for Academic affairs, oversee key initiatives within Academic Affairs.
- Prepare project plans in department Project Management database that detail the steps, timeline and resources needed to accomplish specific initiatives.
- Ensure that planning moves from a high strategic level down to an operational level so that all members of the CCRI community understand how the planning impacts them and they know what is expected to move the plan forward.

Knight Campus

- Work with the Vice President for Academic Affairs, Deans, and department chairs and directors of academic and non-academic units to move projects forward.
- Work with consultants to develop and lead overall strategies and approaches to support the work of Academic Affairs.
- Directly participate in system program design and implementation.
- Interpret, communicate and implement policies and procedures pertaining to and consistent with the functions of special projects.
- Document processes and automate procedures to ensure efficient operations.
- Represent the Vice President for Academic Affairs as his/her designee on committees and other such bodies as assigned.
- Lead all facets of project planning and evaluation (i.e., design plans, develops assessments, collect data, analyze data, and report results.)
- Lead the development and implementation of a plan for evaluation of progress relative to special projects.
- Prepare and deliver quarterly updates on projects status to the Vice President for Academic Affairs to demonstrate meaningful progress on planning and meaningful value to the staff, faculty, and students.
- Update key stakeholders on a monthly, daily, or real-time basis as required.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Perform other duties as assigned.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Experience in planning and implementing key strategic initiatives in a complex organization preferably in a government of higher education setting.
- Master's degree is required.
- Intermediate to advanced experience using Microsoft Office required.
- At least five years of experience as a leader in the academic setting required.
- Experience using Banner required.
- Strong interpersonal and communication skills essential.

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>

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