



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

JOB DESCRIPTION

POSITION:	Associate Vice President for 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:	35 hours per week; non-standard
SUPERVISION:	Supervises the directors of Institutional Research and Assessment; Academic Program Review and Accreditation; and Instructional Technology and Online Learning.

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: Reporting to the Vice President for Academic Affairs, the Associate Vice President for Academic Affairs (AVPAA) assists in coordinating an array of responsibilities in analysis, planning, and implementation of strategic academic priorities across the division. The AVPAA will work across the division to evaluate, recommend, and coordinate improvements to core processes and policies impacting academic quality, academic reporting, academic analytics, course/program availability, efficiency of program delivery, academic administration, and an integrated approach to program offerings and use of technology in all aspects of teaching and learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Advises the Vice President for Academic Affairs in matters that support the academic mission. Assists in budget development process and monitors budget activities for all academic areas.
- Monitors policies and procedures to ensure clarity and compliance for direct report areas.
- Provides leadership, coordination, and planning for professional development opportunities for all full and part-time faculty.
- Collaborates with the Academic Deans to assist in scheduling, space, and budgetary matters.
- Collaborates with College Deans and Department Chairs to review programs and certificates.

- Supports informed decision-making for the allocation of academic resources, including classroom and office space, and the alignment of budget to promote student and faculty success.
- Creates and implements strategies for the improvement of retention, degree completion, remediation, and other measures of academic success under the direction of the Vice President for Academic Affairs.
- Assists in facilitation of Reverse Transfer Agreements, Prior Learning Assessment, and Joint Admissions Agreements with colleges across the region.
- Assists with various external accreditation requirements.
- Demonstrates a commitment to the philosophy and mission of a comprehensive community college.
- Works collaboratively with others in a diverse and inclusive environment.

LICENSES, TOOLS AND EQUIPMENT:

Personal computer hardware and software, as well as peripherals; Highly proficient with MS Excel, especially advanced pivot table reports, MS Access, Toad (SQL tool) and SPSS.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS

- A Master's degree from a regionally accredited institution is required, earned doctorate preferred
- Significant senior-level academic, administrative and leadership experience serving a diverse student population, preferably in a multi-campus, unionized institution
- Community college experience is highly preferred
- Demonstrated experience in and commitment to working collaboratively with faculty and academic staff, and experience in a collective bargaining environment
- Experience with regional and specialized accreditation agencies, curriculum development and implementation, including developmental education, instructional technology planning, and program assessment
- Proven track record of effective budget and resource management linked to institutional and departmental planning and assessment
- Demonstrated commitment to inclusivity and diversity and an ability to lead organizations that value and respect differences. Ability to resolve conflicts and build consensus. Effective internal and external relationship-building skills
- Excellent oral and written communication skills

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>