



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Assistant Dean Academic Affairs
POSITION NO.	502926
LOCATION	Warwick
REPORTS TO	VP Academic Affairs
GRADE	CPE 15
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Professional staff and managers
LIMITATION (if applicable)	N/A
REVISION DATE	July 2022

JOB SUMMARY:

Reporting to the Vice President for Academic Affairs, the Assistant Dean of Academic Affairs assists in coordinating an array of responsibilities in the analysis, planning, and implementation of strategic academic priorities across the division. The Assistant Dean of Academic Affairs 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, the efficiency of program delivery, academic administration, and an integrated approach to program offerings and use of technology in all aspects of teaching and learning.

May be required to travel to other campuses as needed.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrates a commitment to the philosophy and mission of a comprehensive community college
- Works collaboratively with others in a diverse and inclusive environment

Academic Management:

- Facilitates the development and implementation of Academic Master Plan activities
- Assists in the process of institutional accreditation according to NECHE standards
- Collects, analyzes and uses relevant data to create reports/presentations that help to inform decision-making and recommendations to the senior academic leadership team
- Oversees the general education program, in collaboration with the Director of Academic Program Review and Accreditation. Accountable for reporting on the effectiveness of the general education program
- Assists VPAA in the development of a budget that promotes student success and equitable outcomes

Academic Leadership:

- Supports expansion and quality of online education through oversight of the online learning and instructional design departments
- Promotes teaching excellence through quality instruction and professional development activities for teaching faculty, in collaboration with the Center for Teaching Excellence
- Provides leadership for the academic program review and accreditation processes
- Assists deans and VPAA in oversight of curriculum

Divisional Support:

- Represents the VPAA, on internal and external committees
- Collaborates with the Academic Deans and Department Chairs to review and assess curriculum
- Synthesizes and prepares reports for VPAA
- 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
- Vetting faculty tenure and promotion applications

- Perform other duties as assigned

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's Degree in a related field
- Minimum of five years in higher education or related field with experience in online learning, general education, curriculum development, and academic program review

PREFERRED QUALIFICATIONS:

- Experience in the development and assessment of academic support systems
- Excellent attention to detail and strong writing skills
- Strong project management, organizational, analytical, and problem-solving skills, including the ability to work independently and as a member of the team, attend to multiple projects simultaneously and meet deadlines
- Excellent interpersonal skills, ability to communicate with a broad range of senior level administrators complex ideas clearly and persuasively, verbally and in writing
- Ph.D.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.