Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Assistant Dean Arts, Humanities and Social Sciences
POSITION NO.	502422
LOCATION	Knight
REPORTS TO	Dean of Arts, Humanities and Social Sciences
GRADE	BOE 15
WORK SCHEDULE	Non-Standard: 35 hours per week
LIMITATION (if applicable)	
REVISION DATE	

JOB SUMMARY:

This position assists in administrating the academic division of Arts, Humanities and Social Sciences at a multi-campus community college.

DUTIES AND RESPONSIBILITIES:

- Provide leadership in the planning and assessment process that leads to continuous improvement in the division, ensuring that all programs comply with RI Council on Postsecondary Education policies, NECHE accreditation guidelines, and any other applicable accrediting agency guidelines.
- Assist the Dean in the faculty selection process with a commitment to diversity, equity, and inclusion; in the monitoring of enrollment and retention data; in the development of course offerings and staffing within the Master Schedule; and in the facilitation of fulltime and adjunct faculty orientations.
- Facilitate the Dean's supervision of Department Chairs, including but not limited to evaluation, workload assignments, and requests for release time in compliance with faculty and adjunct collective bargaining agreements.
- Assist the Dean in the administration of collective bargaining agreements and college and division policies.
- Assist the Dean in preparing and managing the division budget, including budgets for any grant-funded initiatives.
- Work collaboratively with the Dean, Department Chairs, and the Center for Workforce Development (CWCE) to develop new programs, certificates, and other training opportunities as indicated, including new online, competency-based, or multi-campus programs.
- Oversee high school partnerships, including dual and concurrent enrollment programs.
- Oversee the administration of any grants awarded to programs in the division.
- Maintain statistics on enrollments and follow-up studies of Arts, Humanities and Social Sciences program graduates.
- Participate in meetings and committee assignments on behalf of the Dean.
- Monitor national, regional, and local employment trends in order to interpret the significance of such trends to the administration and faculty and inform the new program development and program review processes.
- Work with Marketing & Communications to develop recruitment brochures, catalog descriptions, and web presence.
- Hire, supervise, and evaluate staff as required.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Other related duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree or higher in divisional related field required; earned doctorate preferred.
- Ability to analyze data through assessment.
- Knowledge of accreditation processes
- Experience in budget preparation and monitoring
- Strong interpersonal and communication skills essential.
- Demonstrated commitment to equity and to the philosophy and mission of a comprehensive community college.
- Ability to travel on a regular basis to all CCRI campus locations, high school, and industry partners in Rhode Island

PREFERRED QUALIFICATIONS:
- The most suitably qualified candidate will possess the following:
- Demonstrated academic and progressive leadership.
- Postsecondary faculty teaching experience required; community college experience.
- Demonstrated program development .
- Experience in a unionized environment desirable

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