



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

|                                   |  |
|-----------------------------------|--|
| <b>TITLE</b>                      | Associate Vice President Student Affairs   |
| <b>POSITION NO.</b>               | 501343   |
| <b>LOCATION</b>                   | Primarily Warwick/Knight   |
| <b>REPORTS TO</b>                 | Vice President of Student Affairs and Chief Outcomes Officer   |
| <b>GRADE</b>                      | BOE 18   |
| <b>WORK SCHEDULE</b>              | Non-Standard: 35 hours per week  |
| <b>SUPERVISION</b>                | Professional, technical, and clerical staff in the areas of the Dean of Students, Student Life, Athletics, Opportunity and Outreach (TRIO), Community and Social Resources, Disability Services, the Student Success Center, and Health Services |
| <b>LIMITATION (if applicable)</b> | N/A  |
| <b>REVISION DATE</b>              | May 2022   |

---

**JOB SUMMARY:**

The Associate Vice President (AVP) for Student Affairs is a strategic partner to the Vice President for Student Affairs/Chief Outcomes Officer who will work across the Division and College with a focus on improving the student experience and increasing student success and engagement.

The AVP for Student Affairs provides executive-level support to the Vice President for Student Affairs/Chief Outcomes Officer, and advances the division's mission through effective and efficient support for the Vice President's priorities and strategic vision.

The AVP for Student Affairs oversees divisional and departmental assessment efforts, leads cross-divisional student success efforts, and enhances administrative effectiveness through inter-departmental collaboration. With a sharp focus and a deep commitment to diversity, equity, and inclusion, the AVP provides leadership and vision for student engagement to create an unsurpassed experience for all students.

**DUTIES AND RESPONSIBILITIES:**

Commitment to CCRI's Mission:

- Commitment to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel, students, and the community served by the College.
- Advancing the division's mission through analysis, assessment, creation, planning, and execution of large-scale strategic initiatives, including assignment and allocation of staff and financial resources. Developing and implementing the Division strategic plan.

Project Management:

- Acting as the lead project manager for special projects at the request of the Vice President for Student Affairs/Chief Outcomes Officer.
- Monitoring and managing initiatives and special projects established by the Vice President to ensure timely and successful completion.

Communication:

- Effectively communicate with team members and key stake holders.
- Analyze and interpret all assessment data for all projects.

Leadership, Innovation, and Organization:

- Performing a wide range of executive and high-level organizational and operational duties of broad scope and complexity requiring high levels of professional ability, organizational skills, originality, mature judgment, problem-solving, and a thorough knowledge of the college's academic, administrative, and

organizational structure.

- Proposing, implementing, and assessing joint Student Affairs and Academic Affairs partnerships and collaborations to implement a holistic and integrated model of student success including key stakeholders in Student Affairs, Academic Affairs, and Institutional Equity designed to meet or exceed the academic success, retention, and completion student success benchmarks.
- Establishing and implementing an ongoing student engagement plan. Providing coordination of intentional and impactful engagement efforts. Providing vision, strategic direction, and accountability for developing programs supporting student personal and academic paths that deepen connections and establish belonging within the college.
- Under the direction of the Vice President oversee the Division-wide comprehensive program review process. In addition to this, develop, review, and assess for improvement fiscal and capital improvement plans for the Division.

Teamwork/ Collaboration:

- Overseeing succession planning efforts across the Division. Serving as departmental liaison with Human Resources and Institutional Equity. Facilitating search, hiring, and classification requests for the Division.
- Representing the Division of Student Affairs on College-wide committees and task forces as appointed by the Vice President.
- Initiating, guiding, and overseeing community, state, and regional outreach efforts and programs under the Division's responsibilities.
- Under the direction of the Vice President and in partnership with the CCRI Foundation staff, expanding development efforts in the division of Student Affairs and serving as liaison to the college's foundation and alumni offices as appropriate. Coordinating constituency involvement in development efforts when needed.
- Performs additional duties as required.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Master's degree
- Minimum of five years of experience in providing services, programs, and resources that help students learn and grow outside of the classroom.
- Strong participatory leadership skills and experience in planning and development of student-centered programs.
- Strong data analysis and research skills, with exceptional interpersonal, motivation and communications skills.
- Supervisory experience.

**PREFERRED QUALIFICATIONS:**

- Doctorate degree

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