



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Vice President Academic Affairs
POSITION NO.	501028
LOCATION	Warwick
REPORTS TO SUPERVISION	President
GRADE	Professional and support staff
WORK SCHEDULE	BOE 25
REVISION DATE	Non-standard, 35 hours per week
	October 2019

JOB SUMMARY:

Reporting directly to the president, the vice president is a member of the college's senior management team and is responsible for providing vision and driving change in the areas of educational policy, instructional planning, program review, academic personnel actions, faculty development and resource planning and allocation.

The vice president also carries responsibility for advancing the college's educational initiatives involving intercollegiate articulation, developmental education and learning resources systems. The vice president must have the ability to lead, inspire and execute the vision and strategy of the college.

The vice president must have the ability to build and maintain strong and collegial relationships with students, faculty, staff, administrators, and alumni, members of our governing board, the legislature and executive branch. Comfort with making data-driven decisions is essential, as well as perseverance and a strong commitment to the community college mission and its student access and success agenda.

DUTIES AND RESPONSIBILITIES:

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- An earned doctorate from a regionally accredited institution is required
- Five years full-time teaching experience in higher education required
- Significant senior-level academic, administrative and leadership experience serving a diverse student population, preferably in a multi-campus, unionized institution
- 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
- Practical experience using data to support Academic Affairs initiatives
- 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

PREFERRED QUALIFICATIONS:

- Qualifications appropriate for a tenured appointment in an academic department of the College are strongly

desired

- Community college experience is highly preferred

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