



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Associate Director of Human Resources, Organizational Effectiveness
POSITION NO.	504019
LOCATION	Warwick
REPORTS TO	Director of Diversity, Equity and Inclusion
GRADE	BOE 14
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Professional and clerical staff
REVISION DATE	May 2024

JOB SUMMARY:

The Associate Director of Human Resources, Organizational Effectiveness plays a vital role in enhancing the college's capacity to adapt, evolve, and thrive in a dynamic educational landscape. Responsible to lead efforts to foster a culture of continuous improvement, organizational effectiveness, and employee engagement across various departments and functions within the college community. Reporting to the Director of Diversity, Equity and Inclusion, this position will collaborate closely with senior leaders, faculty, staff, and external stakeholders to drive strategic initiatives aimed at advancing the college's mission and goals.

DUTIES AND RESPONSIBILITIES:

Strategic Planning and Implementation:

- Collaborate with senior leaders to develop and execute strategic initiatives aligned with the college's mission and goals.
- Lead the design, implementation, and evaluation of organizational development strategies, programs, and interventions to enhance operational efficiency and effectiveness.

Change Management:

- Provide expertise and guidance on change management processes to facilitate smooth transitions during periods of organizational change or transformation.
- Develop communication plans and resources to effectively communicate changes and foster employee buy-in and engagement.

Talent Development and Performance Management:

- Design and implement talent development programs to build leadership capabilities, enhance employee skills, and foster a culture of learning and growth.
- Collaborate with HR partners to develop and implement performance management processes, including goal setting, performance feedback, and professional development planning.

Employee Engagement and Culture Building:

- Develop and implement strategies to enhance employee engagement, satisfaction, and retention.
- Promote a positive organizational culture that values diversity, equity, and inclusion through the development and implementation of initiatives, policies, and practices.

Data Analysis and Evaluation:

- Utilize data analytics and metrics to assess the effectiveness of organizational development initiatives and make data-driven recommendations for continuous improvement.
- Prepare and present reports to senior leadership on key performance indicators, trends, and insights related to organizational development efforts.

Collaboration and Stakeholder Engagement:

- Collaborate with cross-functional teams and stakeholders to identify organizational needs, priorities, and opportunities for collaboration.

- Build and maintain positive relationships with internal and external stakeholders, including faculty, staff, students, and community partners.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computer hardware and software, as well as peripherals.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

Education:

Bachelor's Degree in Human Resources or Business Administration.

Experience:

- 8 years of progressive HR experience with at least 3 years in a specialized HR area such as but not limited to labor, HR communications, training, or HR data collection/reporting.
- Experience supervising professional HR staff.

OR

- With a Master's degree, 4 years of progressive HR experience including 2 years in a specialized HR area as described above.
- Experience supervising professional HR staff.

Skills, Knowledge, and Abilities:

- Demonstrated ability to provide high quality service to both internal and external customers.
- Ability to provide leadership to a group comprised of professionals and support staff.
- Ability to understand and evaluate complex issues along with evidence of ability to problem-solve.
- Ability to work closely with diverse groups toward consensus.
- Knowledge of State and federal regulatory requirements pertaining to all aspects of the workforce and welfare and fringe benefits, including statutory and tax code requirements, regulations and reporting procedures and Social Security guidelines. Proven expertise as an HR and benefits administrator and knowledge of retirement planning.
- Knowledge and understanding of collective bargaining agreements.
- Excellent analytical, organizational and multiple-project management skills.
- Ability to communicate effectively both orally and in writing.
- Demonstrated ability to prepare documents and reports.

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