



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION: Dean of Students

REPORTS TO: Associate Vice President for Student Affairs

GRADE: BOE 17

WORK SCHEDULE: Non standard; 35 hours per week

SUPERVISES: Professional, technical and support staff

ABOUT CCRI:

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best:

<https://www.ccri.edu/equity/culture/guidingprinciples.html>

BASIC FUNCTION:

Manage the Student Success Centers on each of the College's four campuses to provide state-of-the-art tutoring and academic services that enhance student academic achievement, persistence, and retention. Academic support services include but are not limited to: web-based instruction and tutoring, study skills instruction and materials, test preparation techniques and learning skills, interest and aptitude assessment, and links to career counseling. The Centers are available to both at-risk students for scheduled developmental education support, as well as to the general student population for educational skills development. Manage all threat assessment/risk management and student disciplinary activities of the division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, develop, implement and oversee all Student Success Center programs and support services. Establish a supportive Center environment and a sense of community among students and faculty that values all students' abilities and backgrounds. Establish an atmosphere that encourages students to learn from each other.
- Develop and deliver orientation programs for new students, both traditionally aged and adult learners, to help them prepare for the academic and personal challenges of a college education.
- Develop remediation programs in collaboration with key academic and student services departments that improve the readiness of students to succeed in college generally, and in

specific programs, with an emphasis on helping students who place in developmental courses in reading, writing and mathematics.

- Promote a College-wide sense of awareness and ownership of the Centers and their services through professional development workshops and seminars, publications and tours; implement student recruitment strategies for Center services; and provide strong advocacy for the role of the Center in promoting student success.
- Supervise and conduct orientation services for Center instructors and staff to establish a cohesive, one-stop support model.
- Plan, design, implement and monitor the individual academic intervention plans designed for Early Alert referrals, probationary students, and other “at risk” and under-prepared students. Coordinate services to provide students with an individualized comprehensive support plan including recommendations regarding academic and career goals. Monitor student performance to provide an early detection system for students experiencing difficulties.
- Create and teach workshops and study skills seminars, create study strategy materials using a variety of media, and implement web-based tutoring.
- Work cooperatively with Advising and Counseling, Access to Opportunities, Educational Opportunities and Educational Talent Search Centers and other student support offices to improve retention and service delivery and ensure a cohesive, interconnected effort.
- Collaborate with faculty to explore innovative teaching strategies and coordinate professional development opportunities.
- Select effective tools for the evaluation of Success Center services and measurement of student performance. Coordinate the implementation of a computerized student tracking system to monitor student participation, progress, retention, and completion rates and conduct research and prepare reports regarding program services.
- Continually monitor Center activities and services and implement ongoing improvements and enhancements to increase student success and retention.
- Identify external funding resources and develop grant proposals to support, expand, and strengthen Center goals. Oversee grant activity for the Student Success initiative, including budget oversight, reporting, assessment and multiple year planning.
- Coordinate the College Success seminar, including recruitment and training of faculty, assisting with curriculum design, and assessment of course effectiveness.
- Supervise Success Center coordinators and other Center staff.
- Oversee the Peer Tutoring program.
- Create a strategic plan for the Success initiative.
- Develop, maintain and lead a Threat Assessment process to identify physical threats to the college community and intervene before they can happen.
- Assist in the assessment of legal exposure and risk management for the division.
- Develop, implement, and manage the student disciplinary system including student conduct and academic dishonesty.
 - Respond to and address faculty and staff concerns regarding student conduct. Be available to hear student complaints and concerns as needed.
 - Recruit, train and organize faculty, staff and students to staff the student disciplinary system.
 - Liaise with Campus Police, Marketing and Communications, and Business Affairs on student conduct and disciplinary policy issues.
 - Ensure that the student code of conduct, disciplinary system, and student services publication reflect legal and regulatory requirements and are consistent with advice from legal counsel.
 - Provide professional development activities for faculty and staff regarding issues of student conduct, classroom management and de-escalation.
 - Assist the Dean for Student Development & Assessment with academic grievances.
 - Assist the Dean for Student Development & Assessment on general complaints from students and parents.
- Coordinate divisional assessment efforts and develop and implement the annual student satisfaction survey.

- Assist in the management of student life operations in the areas of student government and student organizations, policies, and procedures, and campus life.
- Participate in college-wide and external initiatives, projects, and committees as a senior representative of the division of Student Affairs.
- Participate in College governance.
- Assist the Associate Vice President as necessary.

Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Knowledge of Accuplacer on-line assessment instrument and Banner student system desired. Demonstrated capability using on-line learning systems, WEB design, and Word software applications required. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Master's degree required, preferably in Adult Education, Development Education, or similarly related field.
- Minimum of three years of leadership experience preferably at a community college and including significant responsibility for new program development, supervision, budgeting, and evaluation.
- Experience designing and implementing on-line learning opportunities for students.
- Recent experience in direct student services in developmental education, advising and counseling or other support services.
- Must be able to demonstrate:
 - Ability to work with faculty to support classroom learning goals and course outcome objectives.
 - Ability to work with faculty individually and in small groups to develop their skills in teaching students with diverse learning styles and a full range of academic needs.
 - Ability to work successfully with at-risk, culturally diverse student populations and a firm commitment to the potential of all students.
 - Ability to thrive in a dynamic environment requiring flexibility, adaptability, creativity, and teamwork.
 - Significant administrative, supervisory, and budgeting experience.

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here: <https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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