



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**TITLE:** Dean of Business, Science, Technology & Math

**REPORTS TO:** Vice President for Academic Affairs

**GRADE:** BOE 18

**JOB SUMMARY:** To direct, coordinate and monitor all on-campus Business, Science, Technical Studies and Math credit programs of the Community College of Rhode Island.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Coordinate policy, program and degree requirement changes and development among assigned academic departments to ensure mutual understanding of divisional needs and goals.
- Develop collaborative relationships with business, industry, and the education community to facilitate the responsiveness of the workforce education programs to meet their instructional needs and provide communication links to both internal and external constituencies by serving on councils, committees, and task forces.
- Oversee Department Chairpersons within the division in the performance of tracking and analyzing of program data, specifically student performance, enrollment, retention and completion data for the division.
- Facilitate and direct the submission of business, science, technical education, and math programs curricula revisions to the Office of the Post-Secondary Council and serve as the official contact person for the all business, science, technical education, and math programs curriculum-related issues.
- Facilitate the administrative oversight of campus Carl D. Perkins Grant that provides items such as equipment and supplies for workforce education programs. Work with colleagues in college district to develop the Annual Carl Perkins Grant Application.
- Guide and direct the planning and assessment process that leads to continuous improvement in the business, science, technical education, and math programs that will result in NEASC compliance relative to institutional effectiveness standards.
- Assist with the development and implementation of a formal process for the periodic evaluation of assigned departments and programs.

**Knight Campus**

- Oversee the College's Prior/ Experiential Learning Assessment Program; coordinate the evaluation and award of credit(s) with Department Chairpersons, Admissions & Records and Advising & Counseling.
- Assist students, faculty, business and industry with the formulation of learning contracts leading to the Associate in Applied Science - Technical Studies (ICE-TS) degree.
- Manage the operating and capital budgets for the Academic Affairs Division.
- Act as liaison between the Academic Affairs Division and Department Chairpersons on such matters as budget requests and allocation, curriculum planning and support services.
- Assist with the review of faculty evaluations, requests for promotion, leaves of absence and sabbatical leaves for assigned department.
- Develop, revise and facilitate the orientation of new faculty, both full-time and adjunct.
- Assist with the development and implementation of the Master Schedule procedures, course offerings and class sections for assigned departments.
- Evaluate department chairpersons on an annual basis.
- Manage special projects requiring research and/or grant proposal development, assist with data collection, analysis and reporting.
- Chair and/or participate in various divisional and college wide committees and other related duties as required by Vice President for Academic Affairs.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.

#### **QUALIFICATIONS:**

- Master's degree in related field required; earned doctorate preferred.
- At least three years of experience in higher education administration in a multi-campus system required.
- Experience in budget preparation and monitoring desirable.
- Supervisory experience in a unionized environment.
- Strong interpersonal and communications skills essential.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Excellent communication, organizational, problem-solving and conflict resolution skills, including ability to anticipate needs and concerns.

**CCRI is an Equal Opportunity / Affirmative Action Employer.**

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. 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 Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, [ehcanning@ccri.edu](mailto:ehcanning@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:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>