



### Office of Human Resources

#### POSITION DESCRIPTION

<b>POSITION:</b>	Associate Director, Employee Engagement and Organizational Effectiveness
<b>LOCATION:</b>	Institutional Equity & Human Resources
<b>REPORTS TO:</b>	Associate Vice President, Institutional Equity & Human Resources
<b>SALARY:</b>	BOE 14
<b>SUPERVISES:</b>	Professional and clerical staff and student employees

#### **CCRI Mission:**

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults 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. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

Our college is committed to creating an equitable and inclusive work environment that supports the success of all our employees. We believe that employees who feel valued and respected will create policies, programs, practices and services to effectively meet the needs and exceed the expectations of our increasingly diverse student population.

We are committed to hiring and retaining diverse, culturally competent staff members at all levels of our college who not only reflect the demographics of our state but also continue to deepen their skills and competencies to serve our community.

As a part of CCRI's commitment to an inclusive, engaged, and productive workforce dedicated to the mission of the institution and success of our students, the college is seeking a collaborative, people-focused, and creative thought leader in organizational effectiveness and employee development to join our Institutional Equity & Human Resources team. The Associate Director is responsible for overseeing initiatives, projects, and programs that promote employee recruitment, development, engagement and satisfaction, and that directly contribute to the college's mission, organizational health, and institutional effectiveness.

We encourage candidates to apply who have demonstrated capacity to create inclusive work environments, work effectively on increasingly diverse teams, and serve our diverse community.

**Job responsibilities:**

- Develop a focused strategic plan to recruit, hire, and retain, talented and diverse employees; design and implement related processes, systems, and tools.
- Identify and establish recruitment networks to identify diverse candidates; provide guidance in targeted outreach.
- Working collaboratively with other stakeholders, develop and implement innovative, creative, high-impact people management and learning strategies that promote positive employee engagement and performance
- Lead work on college's institutional culture and organizational effectiveness; partner with stakeholders to create programs, tools, systems, communication plans, and experiences (including, but not limited to, the structural components such as strategic planning, governance, and employee programs) that engage our employees at all levels and inspire a positive, engaged, inclusive, adaptive, and accountable culture that aligns with the college's mission.
- Design, implement, and facilitate employee programs; regularly assess and evaluate talent acquisition technology, tools, networks, organizations, programs, and processes..
- Provide research, analysis, consultation and recommendations for continuous improvement and organizational effectiveness
- Demonstrate a commitment to a diverse and inclusive working and educational environment and to the philosophy and mission of a community college.
- Work collaboratively, listen effectively, and build rapport with diverse constituencies.
- Other duties as assigned.

**Preferred experience and skills:**

- Experience working in a unionized environment
- Experience with external vendors for training, coaching, or other learning supports

**Educational and professional requirements:**

- Bachelor's degree
- MBA or Master's degree in field related to Organizational Development, Psychology, Leadership or Human Resources
- Experience building programs and initiatives to support effective workforces and a diverse and inclusive environment, including leadership development, employee learning and development, and engagement programs
- Excellent written and verbal communication skills, including significant facilitation and training skills and experience.
- 3+ years' experience working collaboratively with diverse stakeholders in program development, organizational development, talent management and employee development

**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 Associate Vice President, Institutional Equity & Human Resources, and Title IX Coordinator, Elizabeth Canning, [ecanning@ccri.edu](mailto:ecanning@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>

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