



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: NUNC  
Date created or revised: 9/13/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Assistant Vice President, Administration  
Status: Full-time, 35 hours per week  
Grade: 18  
Union Affiliation: NUNC (non-union/non-classified)  
Reports To: Vice President of Administration and Finance/CFO

**PRIMARY PURPOSE:**

The Assistant Vice President, Administration oversees and coordinates the Office of Facilities and Operations, the Office of Capital Projects, and the Purchasing Office. Primary functions of these offices include procurement; asset protection; capital planning and improvements; buildings and grounds; campus receiving and mail services, facility upkeep, maintenance, and repair, including college auxiliary enterprises. The Assistant Vice President, Administration will serve on the executive staff of the Vice President for Administration and Finance/CFO. The Assistant Vice President, Administration will also assist the Vice President with long range planning, including the 10-year campus facilities master plan and the five-year capital plan.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Oversee and monitor the Director of Facilities who is responsible for the oversight, upkeep, maintenance, and improvement of campus facilities and operations (including auxiliary service providers), grounds, utility infrastructure, and road and parking lot network. This includes management of campus operations during weather related emergencies and closures.
- Oversee and monitor the Director of Capital Projects who is responsible for the oversight and management of all non-IT related college capital projects (including auxiliary service providers).
- Oversee and monitor the Director of Purchasing who is responsible for the procurement of goods and services in accordance with state procurement statutes and associated rules and regulations, exercising the delegated authority granted to the College by the state. This includes maintaining college vehicles and updating a campus vehicle replacement plan.
- Assist the Vice President in matters arising from and related to collective bargaining within the areas of assigned responsibility.
- Assist the Vice President in preparing, maintaining, and implementing the campus master plan.
- Chair architectural/engineer selection committees and chair all major capital project committees.
- Work with contractors, vendors, and consultants to ensure that the College receives fair value and timely project completion.
- Assist the Vice President in developing, implementing, monitoring, and overseeing the asset protection plan.
- Serve as property manager for all real estate held by the College; have jurisdiction over any leased property or facility including RIC's portion of the Nursing Education Center (NEC).
- Maintain inventory records for moveable College property, exclusive of information technology.

- Be responsible for compliance with all OSHA, ADA, and other governmental laws, codes, rules, and regulations pertaining to the areas of assigned responsibility. Work with College officials on environmental health, safety, and risk management initiatives.
- Provide leadership in environmental and sustainability initiatives; promote a culture of customer service within the areas of responsibility.
- Keep the College community informed on the status of all major projects by ensuring that those affected by any proposed or planned changes are consulted early (and often) in the process.

Occasional Job Functions:

Perform such other duties as may be assigned by the Vice President of Administration and Finance/CFO.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Bachelor's degree in a field appropriate to the responsibilities of the position.

Experience:

- A minimum of five years of progressively responsible administrative experience in higher education or in a large, complex organization of similar scope.
- A minimum of five years of experience in administration, planning, construction, capital project management, supervising, and fiscal management.
- Experience overseeing a multimillion-dollar budget and the ability to strategically align resources.

Skills, Knowledge, and Abilities:

- Self-initiating; excellent organization and planning skills with effective interpersonal skills.
- Communicate effectively, both verbally and in writing.
- Proficiency in the use of technology appropriate to the requirements of the position.
- Insight into various functions of the unit such as procurement, facility and equipment life-cycle issues, facility development and design, and energy efficiency.
- Evidence of problem-solving ability, management and supervisory skills, and the willingness to assume leadership in promoting good public relations with the College community and with external constituencies.
- Must be extremely detailed oriented.

**PREFERRED:**

- Master's degree.
- Experience in administration within a unionized environment.
- Knowledge of the administrative policies and procedures of the State.
- Proven success in grant writing.
- Bilingual in English / Spanish (fluent in speaking and writing).

**ENVIRONMENTAL CONDITIONS:**

The employee may be required to inspect projects and facilities where work and construction is underway, or to inspect facilities in need of maintenance, repair, or improvement. This may involve walking in or climbing to areas where environmental conditions may be wet, dusty, or poorly ventilated.

**The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*