



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 3/22/2023
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: Yes

Title: Assistant Vice President, Student Success and Dean of Students
Status: Full-time, 35 hours per week, calendar year appointment
Grade: 18
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: Vice President for Student Success

PRIMARY PURPOSE:

The individual will assist the Vice President for Student Success in the planning, administration, and leadership of the Division of Student Success, directing all staffing, educational, operational, facility, and budgetary aspects of Student Life. With the Associate Vice President for Student Services and the Dean of Enrollment, the Assistant Vice President for Student Success/Dean of Students will serve as a member of the Student Success Leadership Team. The AVP/Dean of Students will provide strategic planning and leadership as it relates with student life, provide leadership to a number of departments within Student Life, ensure a robust student life experience for students, serve as the chief student conduct officer, and promote health and wellness initiatives for students.

The AVP/Dean of Students is responsible for managing the day-to-day operations of the student conduct system and collaborating with campus stakeholders to lead a robust and educative system of student conduct administration. The individual will serve as an advocate for students by informing them of their rights and responsibilities with respect to RIC's policies and procedures.

The AVP/ Dean of Students will collaborate with faculty, students, and staff to support the vision and strategy for Student Life, leading to a co-curricular educational experience that complements Rhode Island College's curriculum and creating and sustaining programs that enhance retention and graduation rates, student learning, and the quality of campus life. In addition, the individual will identify measurable outcomes to assess this educational experience's effectiveness in fostering deep learning. The AVP/Dean of Students must be committed to building community, equity, and diversity.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

Strategic Planning and Leadership

- Assist the Vice President with development and oversight of strategic planning as it relates to enhancing and shaping a robust student experience.
- Develop and administer regular projects to assess student needs; design and implement series of programs to meet these needs as they emerge. Conduct and report on other research as appropriate.
- Support diversity, equity, and inclusion, as well as student access to success and training resources.
- Represent the Division on various committees/project teams and at various meetings and functions.
- Oversee the division's webpages to ensure they are current and accurate.

- Oversee the budgets within student life.
- Collaborate with the Administration and Finance Division to support coordination of capital planning and project management for student life departments.
- Provide leadership and management in Student Life to ensure the properly coordinated delivery of essential student services by organizing the various units in a logical, non-duplicative, and effective manner to best meet the recruitment, retention, and graduation goals of the institution.
- With the Associate Vice President for Student Services and the Dean of Enrollment, serve as a member of the Student Success Leadership Team.

Supervision and Management

- Supervise, evaluate and provide leadership to the full and part-time staff within Student Life, including the Associate Dean of Students, Student Union, Greek Life, Student Activities, Residence Life and Housing, Unity Center, Learning for Life, Counseling, Health Services, Veterans' & Military Student Resource Center, Student Community Government, and Student Conduct.
- Serve as a liaison and an advisor to Student Community Government.
- Encourage high morale and quality student service through a leadership style that encourages employees to strive for the achievement of annually established goals and objectives.
- Lead and develop commuter student services.

Campus Life and Student Experience

- Serve as an advocate for students.
- Lead strategic efforts to increase student involvement in campus life.
- Collaborate with academic leadership and faculty partners to create and sustain programs that enhance retention and graduation rates, student learning, and the quality of campus life.
- Create quality student life and/or student satisfaction survey.
- Lead and develop commuter student experience.
- Create a visible presence on campus.
- Provide leadership and support for a diverse and comprehensive Fraternity and Sorority Life model on campus, and oversee hazing prevention and education efforts.
- Lead and sustain a model to support student veterans and active-duty military students toward degree completion.
- Collaborate with various offices, including but not limited to the Office of Alumni, Athletics, Office of Diversity, Equity and Inclusion, and Academic Affairs, to enhance student life and sense of belongingness.
- Serve as a liaison with Athletics and the Recreation Center.
- Collaborate with Dining Services to create a diverse dining option that meets the needs of students.
- With Graduate Studies, develop a robust graduate student life.

Student Conduct and Safety

- Serve as chief conduct officer for RIC.
- Administer college policies and procedures related to student life, including but not limited to matters of student conduct.
- Collaborate with Title IX Director to periodically update policies and procedures necessary to

achieve compliance with Title IX and other federal, state, and local laws, including investigation procedures.

- Support Title IX Director as needed with responses to Title IX complaints; ensure investigations comply with RIC's written procedures and Title IX requirements.
- Edit the College Student Handbook annually and assist in the maintenance or development of other materials published for students.
- Conduct an annual review of all student complaints and reports in order to identify and address any patterns or systemic problems that require attention.
- Serve as college primary on-call for the division, including evenings, weekends, and periods when classes are not in session.
- Serve as a principal liaison with Campus Police and Public Safety agencies on all matters of student life safety.
- With Disability Services, maintain a working knowledge of disability legislation and its implications for institutions of higher education.

Health and Wellness

- Lead the College Behavioral Engagement Team and the CARE Team.
- Promote positive student relations and leadership opportunities by maintaining effective lines of communication and serving as a strong advocate for the non-academic, extra-curricular, and co-curricular needs of students.
- Provide planning and coordination of services with directors of the Counseling Center and Health Services department and support student organizations focused on substance abuse programs.
- Ensure the maintenance and growth of the Food Pantry (Food 4 Thought) and continue to develop initiatives that support students who may be experiencing food insecurities.
- Perform bereavement outreach and family liaison interactions in cases involving severe student injury and death.

Occasional Job Functions:

- Perform other duties and responsibilities as assigned by the Vice President for Student Success.
- Attend occasional evening and weekend events and activities.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's Degree in college student personnel, higher education, or an appropriate combination of education and experience.

Experience:

- Minimum of seven years of student affairs leadership experience at a higher education institution.
- Substantive leadership experience with student life, student conduct, Title IX, and strong supervisory leadership.
- Strong evidence of exemplary experience with supervising multiple areas or departments.
- Demonstration of leading change on campus with various stakeholders.

- Strong experience working with a diverse student body.

Skills, Knowledge, and Abilities:

- Strong organizational and managerial skills.
- Working knowledge of student development theory and engagement practices.
- Strong communication skills and the ability to work collaboratively with other university leaders.
- Knowledge of administrative support areas, including fiscal and human resources management.
- Demonstrated ability to multitask.
- Strong passion for working with a diverse student body.
- Strong ability to problem-solve.
- Demonstrated presence on campus.
- Effective collaboration with academic affairs.
- Documented evidence of success working with a diverse college student population.
- Demonstrated ability to lead, organize, coordinate, and supervise support staff.
- Demonstrated ability to interpret institutional policies to students, staff and others and to prepare and present detailed studies and reports.
- Demonstrated strong interpersonal skills.

PREFERRED:

- Doctoral degree.
- Experience working in student conduct.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not substantially exposed to adverse environmental conditions.

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.