



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 9/9/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: Yes

Title: Assistant Vice Provost, Academic Affairs
Status: Full-time, 35 hours per week, calendar year appointment
Grade: 18
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: Provost and Vice President of Academic Affairs

PRIMARY PURPOSE:

Reporting to the Provost & Vice President for Academic Affairs, the Assistant Vice Provost for Academic Affairs provides leadership for the development, implementation and tracking of key academic initiatives to ensure alignment with and accomplishment of the mission of Rhode Island College.

The AVPAA provides operational support for the activities of the Office of the Provost, works with deans, department chairs, and directors to advance academic priorities, represents Academic Affairs on pivotal campus committees, and serves as an essential point of contact for resolving concerns of faculty and staff in the division.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- The AVPAA leads key academic initiatives and implements strategic plans for the Office of the Provost.
- Lead the onboarding, orientation, professional development initiatives of faculty and department chairs in coordination with the Faculty Center for Teaching and Learning, Office of Diversity Equity and Inclusion, and the academic deans.
- Provide oversight of academic enrichment programs, such as Center for Research and Creative Activity, Study Abroad, Institutional Research Board. Provide support in resolving emergent problems related to academic initiatives
- Manage and track implementation of academic initiatives related to accreditation compliance.
- Responsible for annual operation planning, such as the academic and administrative calendar and course evaluations.
- Support the Office of the Provost with planning and organization of administrative, budgetary, and operational activities.
- Coordinate with Professional Studies and Continuing Education to develop, promote, and make recommendations for future planning of summer sessions and provide administrative oversight of contracts for summer faculty and department administration, and create a manual for standard operating procedures.
- Act as point of contact between the provost and other internal and external stakeholders.
- Act as liaison to key committees as assigned by the provost.

Occasional Job Functions:

- Serve on internal and external committees as requested by the provost.

- Work collaboratively with provost's office staff, academic deans, and other administrative units.
- Other duties as assigned by the provost.

REQUIRED QUALIFICATION STANDARDS:

Education:

Doctorate in an appropriate discipline.

Required Experience:

Minimum of five years administrative leadership experience in higher education.

Skills, Knowledge and Abilities:

- Demonstrated knowledge of assessment, academic programs, and operations.
- Demonstrated experience with accreditation review and processes.
- Demonstrated experience collaborating with college leadership, academic deans, and department chairs to develop articulation agreements and transfer academic plans.
- Demonstrated experience with budget management.
- Demonstrated project management skills.
- Demonstrated experience supervising professional staff.
- Demonstrated ability using data to inform analysis, evaluation, and planning.
- Demonstrated knowledge of course evaluation processes and software.
- Demonstrated interpersonal and verbal communication skills.
- Demonstrated proficiency in written communication skills.
- Demonstrated ability to work with and support diverse groups/populations.

PREFERRED:

Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known 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.