



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 9/12/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: Yes

Title: Associate Dean of Students
Status: 35 hours/week, full-time (involves evening and weekend work as required)
Grade: 15
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: Assistant Vice President, Student Success and Dean of Students.

PRIMARY PURPOSE:

The Associate Dean of Students provides leadership and direction in the area of student safety and well-being. The Associate Dean of Students oversees the Colleges H.O.P.E. Team. This team works to address student concerns that may impede upon their academic success, as well as manage significant safety and well-being concerns. The Associate Dean of Students engages members of the college in complex problem solving and advise faculty, staff, students, and parents on sensitive and private issues. The Associate Dean of Students will provide leadership for the management of student behavioral concern initiatives and advise the appropriate College committee or office regarding students who present other potential safety issues.

The Associate Dean of Students will support the Assistant Vice President, Student Success and Dean of Students, and Vice President for Student Success in partnering with campus stakeholders to enrich and expand the educational and co-curricular experiences of students. The Associate Dean of Students will partner with various units to develop and facilitate programs and services, specific to engagement and leadership that integrate and enhance the student experience at Rhode Island College.

Additionally, the Associate Dean of Students will develop and implement programs, coordinate services, and provide direct assistance to special campus populations such as students who transfer to Rhode Island College from other colleges and universities, returning adult students, part time and non-matriculated students, pregnant and parenting students, student Veterans, and reentry students (readmits and students returning after a leave of absence). This position oversees the coordination, facilitation, and implementation of programs and services that assist in academic success, persistence, enrichment, and degree attainment for these student populations.

The Associate Dean of Students oversees the following units: Learning for Life and Veteran Affairs and supports the values of the College: Learning Innovation, Student Success, Inclusive Excellence, Community Partnerships, and Institutional Effectives.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

Student Behavioral Concerns/Issues:

- Oversee the College's H.O.P.E. Team to respond to and manage student behavioral concerns reported to the Dean of Students Office.
- Work in close collaboration with residential life staff, student support offices, counseling center (i.e. mental health clinicians), health care providers, campus security, and other support resources on and off campus.

- Ensure that information flows across support resources so that response to students in need is proactive and reasonably preventative.
- Manage student cases through database system to include opening, following through on, and closing cases.
- Meet with students and provide referral information, as appropriate.
- Implement and maintain a system for follow up with students who have been referred to campus and community resources.
- Work collaboratively and proactively with faculty within the colleges and schools of RIC to address student behavioral concerns.
- Collaborate with stakeholders, as appropriate, to ensure that students are receiving timely attention and follow up and providing assistance during campus crises.
- Provide referrals and guidance, as well as advise faculty and staff regarding the protocol for handling student behavioral concerns.
- Assist students who are transitioning to/from RIC due to hospitalizations, leaves, and returns.

Student Engagement and Support:

- Oversee Student Transition Programs and supervise part-time staff and students hired to assist in the administration of the Student Success priorities.
- Develop and administer initiatives to engage and support commuter students, transfer students, students who are parents, and parent & family programs and initiatives.
- Collaborate with campus stakeholders within the Division of Student Success and across the College to offer a comprehensive array of student engagement activities that contribute to the development of skills and competencies outside the classroom.
- Work collaboratively with related campus departments, including Admissions, Orientation, Learning for Life wraparound services, the Unity Center, the Veterans' Success Center, OASIS, Continuing Education, Records, and the Career Development Center.
- Serve as a support person for returning adult and non-traditional students.
- Exploring and accessing grants related to these student populations.

Supervision and Leadership:

- Prepare proposals and necessary reports in connection with the responsibilities of the office.
- Supervise Director of Learning for Life and Assistant Director Veteran Affairs.

Occasional Job Functions:

- Serve as an investigator for reported violations of Title IX and the Violence Against Women Act.
- Serve ad-hoc committees of the College.
- Be available on a rotating on-call basis with other professional staff on the evenings and/ or weekends to respond to emergency or crisis situations.
- Perform other duties and responsibilities as assigned by the Assistant Vice President, Student Success and Dean of Students.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's Degree.

Experience:

- Seven years of successful full-time work experience in a college or university setting involving some combination of teaching, counseling, or administration such as might be gained in residence halls, student activities.
- Demonstrated awareness and sensitivity to the issues of college-age students; evidence of collaborative work style.
- Experience serving diverse student populations and providing measurable outcomes to demonstrate effectiveness and impact.
- Experience dealing with student behavioral issues, concerns, and student safety issues.

Skills, Knowledge, and Abilities:

- Demonstrated ability to understand and interpret the dynamics of student life and needs, as well as institutional policies and goals in a manner which gains the respect and cooperation of students, faculty, and fellow administrators.
- Competence using latest computer software, i.e. Windows applications and spreadsheets.
- Commitment to personal and professional development.
- Ability to work on an on-call basis in the evenings and/ or weekends to respond to emergency or crisis situations.

PREFERRED:

- Doctoral degree.
- 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.