



## 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 Vice President, Professional Studies and Continuing Education  
Status: Full-time  
Grade: 18  
Union Affiliation: NUNC (Non-Union/Non-Classified)  
Reports To: President

### **PRIMARY PURPOSE:**

Responsible for all aspects of enhancing the professional development and continuing education needs of Rhode Island residents and employers.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Administer, coordinate, and evaluate all areas of external workforce education initiatives to provide responsive, flexible, superior training for Rhode Island employers and the public at large.
- Work closely with the vice president for academic affairs and deans to ensure coordination of all academic departments and programs.
- Identify, develop, and evaluate education and training activities that meet the workforce development needs of corporate, education, governmental and non-profit agencies and organizations and their employees.
- Collaborate with campus academic leadership and regional and college program and outreach units to implement off-campus and on-campus programs that leverage existing campus programs and certificates.
- Facilitate the advancement of on and off campus facilities in continuing education.
- Oversee the work of the Sustainability Office to ensure that the community on and off campus is aware of RIC's sustainability efforts in general and regards the college as a prime resource for educational needs.
- Serve as a catalyst with the Office of Economic Development, Department of Labor and Training and other external partners to present a unified resource in support of economic development for the State of Rhode Island.
- Utilize the resources of the office of Communication and Marketing to leverage the strategic and day-to-day opportunities provided by print and electronic media in order to reach a broader audience for Professional Studies, Continuing Education and Sustainability courses.
- Plan, develop, and promote professional studies and continuing education through press releases and media relations to ensure that such programs fulfill continuing and workforce education goals. These areas include testing, assessment, training, developmental and enrichment programming.
- Initiate new programs and alternate delivery systems and approaches such as online learning for workforce and community education. Continually monitor and refine course offerings by responding to environmental scanning and industry demands.

- Represent the college through external working relationships and work with college administration to address issues that impact the college and the community.
- Coordinate the Chief Executives Club of Rhode Island, including member recruitment and retention.
- Support statewide economic development efforts through representation on policy and planning partnerships through the State of Rhode Island advocating for the college as one of the training and skill building solutions.
- Manage RIC's Professional Studies and Continuing Education and Chief Executives Club website.
- Advance the role of the college in statewide workforce development by brokering, facilitating, and collaborating in projects and programs connecting with external partners.
- Responsible for the administration of any academic programs at off-campus satellite facilities to include, but not limited to, feasibility studies, program policies, development/expansion, and evaluation.
- Initiate, develop, and review contracts with state agencies and other economic development organizations for professional development in order to ensure timely and responsive service.
- Meet with business and industry representatives to ascertain needs, concerns, and potential cooperative efforts.
- Establish and maintain a liaison with other institutions of higher education, public, and private, to develop and implement cooperative off-campus facilities and programs; maintain strong working relationships with other college departments in order to promote and implement effective programs and services.
- Develop and maintain an effective enrollment and revenue tracking system to assure the productive performance of the work units.
- Create a proactive environment for the development of a focused marketing initiative.
- Work closely with other college offices to ensure effective implementation of RIC's strategic plan.
- Manage special projects as assigned by the president requiring research and/or grant proposal development; assist in data collection, analysis, and reporting, pursue grant funding opportunities, and take an active role in obtaining funding and re-funding opportunities.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the President.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Master's degree.

Experience:

A minimum of five years of administrative work experience involving the assessment, development, and implementation of community-related initiatives.

Skills, Knowledge and Abilities:

- Strong entrepreneurial philosophy and demonstrated success in entrepreneurial endeavors.

- Strong leadership skills and ability to work effectively in an academic environment.
- Established expertise in developing and maintaining effective working relationships with business and industry sectors as well as internal departments.
- Exceptional interpersonal and communication skills.
- Must be creative, flexible, and responsive to the various needs of external users.
- Must be conversant with the future direction of workforce education.

**PREFERRED:**

- Experience obtaining and working with third-party funding.
- 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.*