



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 5/16/2023
Exempt/Non-Exempt Status: Exempt
Responsible individual:
Campus Security Authority:

Title: Vice President for Student Success
Status: Full-time, 35 hours per week
Grade: N/A
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports to: President

PRIMARY PURPOSE:

Responsible for the leadership and overall direction and coordination of all programs, services and activities related to the Division of Student Success to include offices of student life, enrollment management, and student services/academic support. Support the mission of the college through the planning, development, delivery, and evaluation of student services that enhance the intellectual and personal growth and development of all students. Serve as a member of the President's cabinet and participate in institutional decision-making, planning, and communication.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

Serve as the chief Student Success division officer and principal advisor to the President and other executive officers of the college on all matters pertaining to student life, enrollment management, and academic support. Subject to the approval of the President, develop and implement goals and objectives for the Division in all key areas for which the Division has responsibility.

Lead and direct divisional planning, in support of the college's strategic and implementation plans.

Direct, manage, and evaluate the activities and functions of the offices comprising the Division to ensure positive and cohesive support of the college's mission and contribute to the quality of student life, support students' academic success, and meet students' evolving needs.

Provide strong program management and accountability of all divisional units, which include: Admissions, Financial Aid, Records, Residential Life, Student Activities, Student Union, Military Resource Center, Unity Center, Health, Services, Counseling Services, Learning For Life, Academic Advising, New Student Programs, Career Development, PEP, Upward Bound, Student Support Services (SSS), McNair Scholars, Academic Support, Writing Center, and Math Learning Center, and other auxiliary enterprises.

Work in partnership with the College's Vice President of External Relations, Diversity and Equity, to assure inclusive excellence.

Direct the selection, supervision, and evaluation of all professional staff employed by the various units within the Student Success division.

Oversee the on-going education, in-service training, and professional development of Student Success staff regarding their legally mandated responsibilities under the Family Educational Rights and Privacy Act, the Clery Act, the Campus SaVE Act, etc. or as required by college policy.

Inform, educate, and advise students of their rights and responsibilities as it pertains to college policy, including the annual publication of the student handbook.

Oversee the student disciplinary process for allegations of behavioral misconduct, coordinate the Student Conduct Board, and serve as a disciplinary hearing or appellate officer as appropriate.

Provide support and advice to student government and recognized student organizations.

Oversee the Student Success Staff in creating a vibrant student life, increasing student engagement, enhance students' sense of belonging, and supporting enrollment and retention strategies at the college.

Collaborate with Academic Leadership and the faculty to sustain and enhance programs that enhance retention and graduation rates, student learning and the quality of student life.

Collaborate with the Division of Administration and Finance on emergency management and promoting student safety, capital planning and project management for the Student Success Area.

Manage the Student Success Budget.

Participate in life of the college as a member of the senior administration through the support of, and attendance at, significant college events and activities.

Represent the College on the Council on Postsecondary Education Academic Affairs and Student Success Committee.

Serve on various college committees as designated or appropriate.

Serve as an advocate for students.

Complete other duties and responsibilities as assigned by the President of the college.

REQUIRED QUALIFICATION STANDARDS:

Education: Master's degree in higher education administration, college student personnel, counseling, or related field.

Experience: At least ten years' employment experience in higher education administration including significant experience in supervision and upper-level management.

Skills, Knowledge, and Abilities:

Strong organizational and leadership skills.

Ability to maintain strict confidentiality of sensitive issues.

Evidence of good oral and written communication skills.

Ability to generate and maintain good interpersonal relationships with professional colleagues, the college community, and external constituents.

Ability to interpret the mission, educational role, and agenda of the college for diverse audiences.

Evidence of initiative, professional demeanor, and poise in interpersonal contacts.

Preferred:

Earned doctorate in higher education administration, college student personnel, or related field.

At least five years employment experience as a senior student affairs officer (dean of students, assistant or associate vice president, or vice president).

Prior employment experience at a public institution of higher education.

Prior employment experience at a comprehensive college.

Prior experience working in a collective bargaining environment.

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.